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ATTORNEYS AT LAW



## **KENDRA J. JENKINS, *Paralegal***

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### **Practice Groups**

- Corporate & Business Law
- Real Estate & Lending
- Private Clients

### **Education**

- Paralegal

Kendra is a member of the firm's Corporate & Business Law, Real Estate & Lending, and Private Clients Groups. She has been with the firm for over 25 years and has been a paralegal for over 20 years.

In relation to the real estate area, Kendra assists with all phases of the real estate closing process as it pertains to residential and commercial transactions, both financing and cash. In addition, she has experience with matters relating to title-related due diligence and corporate due diligence.

Concerning the corporate area, Kendra's diverse work experience includes assisting attorneys with corporate and transaction law, corporate and entity formation and organization, mergers, dissolutions, and financing transactions

When working with the Private Clients Group, her responsibilities include the preparation of Orphans' Court Division forms and filings, assisting in the collection and distribution of estate assets, maintenance of estate bank accounts, valuation and transfer of securities, data entry and account balancing for use in the preparation of Pennsylvania inheritance tax returns, Inventories, formal/informal Accounts (estate and guardianship) and estate settlement agreements.

### **Professional/Community Involvement**

- Pittsburgh Paralegal Association, Member
- Pennsylvania Association of Notaries, Member
- National Federation of Paralegals Association, Member
- Keystone Alliance of Paralegal Associations, Member

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