



## Kirbi McKie

Paralegal

Estates & Trusts

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### Profile

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Kirbi's role encompasses all aspects of the estate planning and estate administration processes. She is experienced in drafting estate planning documents including wills, powers of attorney, representation agreements and trust documents.

Kirbi also assists with guiding clients after the death of a family member or friend through the estate administration process, which includes the collection of estate information, obtaining estate grants and various post estate grant administration matters. She is also proficient in land title matters relating to estate and trust planning or administration.

Relying on her strong client communication and organizational skills, Kirbi assists clients through challenging situations. She liaises with clients, with the responsible lawyer, and with outside parties to gather relevant information, solve problems, and generally to ensure the estate administration and planning matters are proceeding efficiently and effectively.

She is motivated to assist clients with practical and efficient solutions for estate planning and estate administration matters .

### Credentials

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#### Industry Involvement

- > Ministry of the Attorney General, appointed as a Commissioner for Taking Affidavits
- > BC Paralegal Association, member

**Education**

- > Paralegal Diploma Program - Capilano University 2015
- > Bachelor of Arts in History - Vancouver Island University 2013