

Glenda Hinz



In 1978, Glenda began providing secretarial services from her home office under the name Hinz Word Processing. Today, she provides much more than word processing in a professional, solutions-oriented business environment.

Although she has worked extensively for small businesses, associations and educational organizations, her skills and services are adaptable to any industry, in any location worldwide. Glenda provides exceptional secretarial and organizational skills, with relentless attention to detail, accuracy and confident efficiency.