

# Résumé



## **Gloria Gillenwaters, Client Services Manager**

*A Member Of:*

Kiwanis Club  
of Starke, FL

Gloria Gillenwaters is a paraprofessional in the firm of Douglas, Douglas & Farnsworth. She provides service and assistance to business clients. Her expertise includes monthly bookkeeping, weekly payroll, sales tax return preparation, payroll tax return preparation, bank reconciliations, corporate and individual income tax.

In addition to serving clients, Gloria is responsible for all billing, accounts payable, cash management, and payroll functions for the firm. She also maintains minutes for all management meetings.

Gloria attends continuing professional education classes each year in the field of taxation.