

Administrative Assistant

Glenda Hinz
HinzTime
Email Glenda



General Responsibilities:

Provide support to the Chapter Leaders. Promote recognition of and respect for the chapter and its membership within the Omaha and Nebraska business communities.

Bio: In 1978, Glenda Hinz 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.