

GLORIA PADILLA de GARCÍA
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(303) 486-0006

EMPLOYMENT

Tax and Litigation services for Harper Hofer & Associates, LLC, 1580 Lincoln Street, Suite 1100, Denver, Colorado. January 2010 to present.

CBIZ Accounting, Tax & Advisory Services, formerly SKB Business Services, Inc., Greenwood Village, Colorado. July 1992 to December 2009. Senior Tax Associate, Tax Consulting and Family Law Services.

Ernst & Young, Denver, Colorado. August 1990 - July 1992. Tax Associate.

Ernst & Whinney, Tucson, Arizona. August 1985 – July 1990. Paraprofessional/Tax Associate, Tax Department.

White Sands Missile Range, New Mexico. May 1985 to August 1985. Summer Intern.

EXPERIENCE

Litigation Services:

Assist engagement team on mid-to-large level marital dissolution cases by performing the following services:

- Analyze and summarize financial data. Design and prepare exhibits, spreadsheets, and schedule.
- Analyze interrelated financial records in asset tracing cases. Summarize marital balance sheets from various financial documents
- Prepare spending/lifestyle analyses
- Prepare Sworn Financial Statements
- Manage document requests and documents received through the discovery process
- Coordinate with paralegals on discovery
- Resolve Federal and State tax issues by responding to tax notices

Tax Services:

Assist tax partners by:

- Prepare and review individual, partnership, S-Corp, fiduciary, and tax-exempt tax returns



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- Prepare monthly bookkeeping, including preparation of journal entries and general ledger account reconciliations
- Prepare fixed asset reporting and reconciliation
- Manage tax practice policy and procedures

Expertise:

- QuickBooks accounting software
- Tax preparation software (ProSystem and Ultra Tax) and paperless office software (Caseware and File Cabinet)
- Implemented paperless office system, including setting up client portals and E-file system
- Assist with internal tax client billing procedures
- Train staff on use of paperless office and tax software
- Assist clients with their needs

EDUCATION

Regis University, Denver, Colorado, 1997 to 1999, business courses.

Colorado Hispanic Institute/University of Colorado at Denver, Visiones Leadership Training Program, 1995.

Community College of Denver, Denver, Colorado, 1992 to 1993, business courses.

Pima Community College, Tucson, Arizona, 1987 to 1989, business courses.

Ernst & Whinney, Tucson, Arizona, 1986, paraprofessional training and certificate.

New Mexico State University, Las Cruces, New Mexico, 1985. Degree: Associate of Business Office Technology.

COMMUNITY INVOLVEMENT

Member, Board of Directors – Heartlight Center, Inc., 2009 to present.

Member, Board of Directors – Colorado Vincentian Volunteers, 2009 to 2013.

Member, Advisory Board – Centro San Juan Diego (Archdiocese of Denver) 2006 to 2008.



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Co-founder of Clínica Tepeyac (community-based health clinic serving uninsured), 1992 to present.

Volunteer – Lazarus/Communion Ministry, Most Precious Blood Catholic Church, 2006 to present.

Volunteer – Finance Committee, Our Lady of Guadalupe Catholic Church, 1993 to 2005.

Volunteer – Youth Minister, St. Louis Catholic Church, 1990 to 1993.

