

Hyla Douglas
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References:

Hyla's strengths include attention to detail and facility with Quickbooks, Excel, and other software programs. Once she came on staff, she was eager to learn new systems and research cost-effective vendors and did her best to multi-task while she was learning new skills, often working into the night. Her books were kept neatly and she was proud of being a perfectionist. Over the last couple of years, she also offered to go to one of the schools and provide guitar accompaniment for their field trips at the senior center, for she is also a musician. She enjoyed seeing the program staff and students engaged in the causes that her work supported.

~ *Teresa Langness, Ph.D.*
Founding Board President
Full-Circle Learning
Nevada City, CA (formerly located in Topanga, CA)

I've had the pleasure of working with Hyla for many years. She is a hard worker and is an amazing bookkeeper. Not only does she pay attention to detail but she really has a true understanding of bookkeeping. She has always been great with getting me information that I need and understands what was required to help us prepare the client's tax return. She is a quick learner and is always on top of everything. She is great with Quickbooks and knows exactly how to work the program. If I needed some obscure report from Quickbooks, I could always rely on her to be able to produce what I needed. She is ambitious, enjoys what she does and it shows in the work she creates!

~ *Nancy Mizuno, CPA*
Posada & Associates, CPAs
Sherman Oaks, CA

Hyla does a great job keeping our Quickbooks reconciled. She comes to the office two or three times per month and is always a pleasure to work with and be around. Beyond just the monthly record keeping, she presents carefully thought out suggestions for streamlining Quickbooks in general. I enthusiastically recommend her bookkeeping services to small businesses and individuals alike.

~ *Stan Deland*
CEO Siddha Flower Essences
Malibu, CA

I have known and have worked with Hyla since 2008 when she worked with me as an apprentice for my bookkeeping business. Hyla has always been a pleasure to work with, and her attention to accuracy and detail is very much appreciated. She is reliable and responsible. And in addition to her aptitude and ability for bookkeeping, she proved herself to be a careful and thoughtful problem solver on accounts that needed special attention. I am happy to recommend Hyla for all of your bookkeeping needs. She will provide comprehensive financial reporting on a timely basis.

~*Alexa Evangelista*
AlexaCounts
Malibu, CA

I have known Hyla for many years. She has been a loyal, caring friend and colleague. She supported my business for two years, assisting me with my bookkeeping clients and she was a great support during that time. She is smart, reliable and trustworthy and I recommend her services for your bookkeeping needs.

~*Dawn M. Yurkovic*
Topanga, CA

Hyla Douglas works for me as an organizer/personal assistant. She assists me with filing, organizing, records management and related tasks. She is professional and reliable, and a pleasure to work with. Hyla is flexible, always punctual and has an excellent work ethic, maintaining confidentiality and proper boundaries at all times. Her positive can-do attitude is unbeatable. I highly recommend Hyla for any bookkeeping, records management, organizing or related positions.

~*Julie Levine*
Topanga, CA

I have had the pleasure of knowing Hyla Douglas for over 20 years. During these past few decades, I have known her to be an intelligent, honest person of impeccable character and integrity. In November of 2015 Hyla began assisting us with the company that I co-own, Plant Spirit Botanicals, during a particularly difficult period. Our bookkeeping efforts had been minimal as we were overwhelmed with the challenges that creating a new company presents. Consequently our record keeping was in a state of array. Hyla meticulously began to assemble a coherent and accurate construct of expenses, income and net profit all the while being proactive in her contact with us in regards to what would be the best strategies to satisfy our needs for accuracy and ease. The time and expense estimates of her work that she provided to us proved to be spot on. Our company greatly benefited from her experience and the personal care she not only gave us, but that she gives all of her clients. Her caring attitude towards her clients manifests in the excellence of her work.

~*Emilio Aleman*
Co-owner, Plant Spirit Botanicals
Covelo, CA

I have had the pleasure to have known and worked with Hyla at two great nonprofit organizations, Connections for Children (CFC) and Full-Circle Learning (FCL). When we worked together at FCL, Hyla prepared the budgets for grant proposals and subsequent reporting on the financial and budget status for the successful grants once received. She was always patient and careful in preparing the required financial reports, so that they were as complete and comprehensible as possible for both the staff and the grant funders. At FCL, Hyla was also responsible for much of the programs and events coordination. In this, she also showed a great ability for multi-tasking and being able to work with various people and organizations in order to pull together the necessary components and logistics to make an event and/or a program successful. I am confident that she provides the same level of detail and attention to her clients' projects and accounts.

~ *Julie Cowles*
Grantwriter
Berkeley, CA

Hyla helped me with my Excel files and formulas and tutored me in the skills needed to pass a very difficult finance class at my university. I am very grateful for Hyla for her organization, knowledge and know-how. I am looking forward to working with her further when I open my new salon and spa!

~ *Heidi Light*
Heidi Light's Transformations
Topanga, CA

Hyla Douglas has worked with the Mountains Restoration Trust (MRT), as an effective and organized staff member. She coordinated our Stream to Sea environmental awareness festival held at Headwaters Corner in Calabasas. She brought together several environmental groups, speakers and entertainment and managed all of the logistical matters for the festival. She also managed our donor and volunteer database, and assisted with development, helping to design newsletters and mailers and following up with MRT supporters on all matters. Always pleasant and helpful on the phone, she makes sure that all of our support base and participants get everything they need. She pitches in on special events, helping with volunteer workers, keeping careful minutes and records for our Board of Directors meetings and helping to re-structure and maintain the organizational filing systems. All around Hyla has done a great job, honestly, ethically and with confidentiality. I recommend Hyla for any position requiring careful attention to detail and conscientious service.

~ *Dennis Washburn*
Past Member and Founder, Joint Board Of Headwaters Corner of the
Mountains Restoration Trust and the City of Calabasas