# MJ- Business Consultant & Advisory Services

Do you need help preparing for an audit or training your guards...?

Mrs. Juarez is the person to call.

#### Biography & Experience

owner and have negotiated and done business with Fortune 500 companies. I began my business with 15 security officers and successfully grew the company to 350 employees. I began my first year making \$225,000 in revenues and progressively grew the business to \$3,000,000 annual income. Over the years I learned the ins and outs of establishing new businesses, company process and procedures, culture teamwork & leadership, quality control, labor laws and human resources, payroll & employee management, and responding to audits and investigations from BSIS, EDD, IRS, Labor Board, and private attorneys. Due to my entrepreneur skills, I successfully managed my security firm for over 18 years and always kept my business with ratios of less than 3% in employee complaints. I earned my Bachelor's degree in Business Administration from California Baptist University, and am licensed by the Department of Consumer Affairs, the Bureau of Security & Investigative Services (BSIS), I'm a Qualified Manager# PPO 120427, a licensed Baton Instructor# BTI 1988, and a licensed Firearms Instructor FTI 2271.

#### **Business Consulting & Advisory Services**

I offer, new business set-up and closures, new business licensing assistance, business plans, business logo's & emblem approvals, help identify and solve your business inefficiencies, leadership development and team building, scheduling set-up, payroll set-up, dispatch set-up, and supervision. Get professional advice...get on track!

#### Human Resources Planning

HR Audits
Assessments of job descriptions,
Employment Applications,
Employee files,
Compensation Compliance,
Insurance & benefits,
Talent Acquisition,
Recruitment, Training, &
Terminations,
Employee Handbook,
IIPP plans,
Data Analysis,
Process Improvement and more.

## Responding to Complaints & Audits

Employee Disputes,
Sexual Harassments and
Workplace Bulling,
Payroll Complaints,
Worker's Compensation Claims
Processing & Investigations
EDD claims, Hearings, and Audits,
Labor Board complaints,
Cal/OSHA reviews & investigations,
and
BSIS Patch Approvals & Audits.

### **Security Guard Training**

PPO Preparedness
First Aid & CPR,
sexual harassment,
workplace bullying,
Powers to Arrest,
40 hours- AB 2880,
annual re-certification &
continue education,
baton training, and
basic firearms.

"I will help you get ready for your next audit."