



TIFFANY SANDOVAL

YOUR BUSINESS SUCCESS PARTNER

Operation leader with 18 years' experience setting in motion the vision, strategic plan and goals for business owners, executives and independent professionals.

CONTACT

PHONE:

949.838.4436

WEBSITE:

www.smbbusinesssuccess.com

LINKEDIN PROFILE

EMAIL:

Tiffany@SmBusinessSuccess.com

WHY WORK WITH ME?

- I save you time, money & resources while getting projects done right & within deadline and budget.
- Hiring me is 100% write off expense vs. The added cost & liability of hiring an employee.

Dear Professional

Time is not only valuable; it is an unrecoverable asset. SBS's business is to make your business more efficient by providing solutions to maximize your time.

I offer a blend of broad range services' and expertise that are affordable, efficient and scalable for business owners, executives and independent professionals

Do you have these questions?

- What **Projects** have yet to be started or finished?
- What **Admin** task are keeping you from growing your business?
- Do you have an accurate picture of your Business **Finances**?
- Do you have questions on how to better utilize your **Technology**?
- Are you getting the best from your **Employees**?

If you need to get things done right, within deadline& budget while streamlining your organization's operations, then you need look no further. Outsourcing the assistance, you need will allow you to concentrate on your income producing activities and primary business functions. Increasing the bottom line of your business!

I would very much like to discuss opportunities with you. My contact information is below when you are ready to find more time in the day!

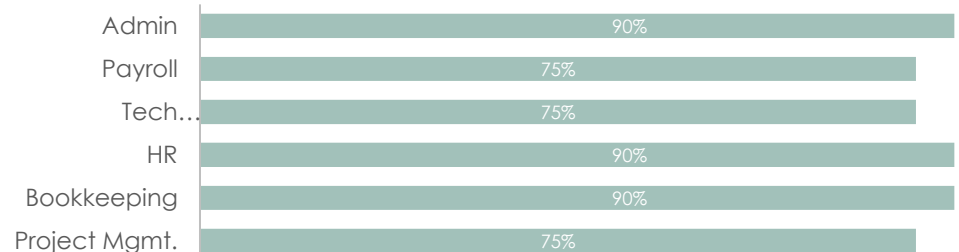
I look forward to working together!

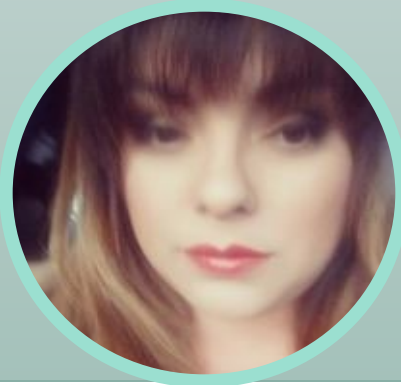
Tiffany Sandoval, SHRM-SCP, QB Pro-Advisor

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SMALL BUSINESS SUCCESS
SOLUTIONS FOR YOUR ORGANIZATION'S BOOKKEEPING, ADMINISTRATIVE, HUMAN RESOURCE & TECHNOLOGY NEEDS.

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PROJECT MANAGEMENT

- Ensure All Operations Are Carried on In an Appropriate, Cost-Effective Way
- Improve Operational Management Systems, Processes & Best Practices
- Purchase Materials, Plan Inventory & Oversee Warehouse Efficiency
- Help the Organization's Processes Remain Legally Compliant
- Formulate Strategic & Operational Objectives
- Examine Financial Data & Use Them to Improve Profitability
- Manage Budgets & Forecasts
- Perform Quality Controls & Monitor Production Kpis
- Liaise with Clients to Identify and Define Requirements, Scope and Objectives
- Project Procurement Management
- Troubleshoot and document operational, process and system defects

TECHNOLOGY CONSULTING

- Microsoft Office Training
- Software / App Integration
- Website Creations / Updates

ADMIN VIRTUAL ASSISTANT

- Setup Process & Systems
- Strategic Planning Sessions
- PowerPoint Presentations
- Creating Forms / Flyers
- Spreadsheets
- Email Management
- Scheduling Appointments
- Marketing & Branding

QUICKBOOKS PROADVISOR

- A/P- receive, code, approve and investigate
- A/R
- Balance Sheets
- Bank Reconciliation
- Credit Analysis
- GAAP
- General ledger posting
- Payroll
- Generate 1099's and W-2's
- Invoicing/ Billing
- Journal entries
- P&L Statements
- Preparation of quarterly, month-end annual financial statements
- Prepare accounting transactions and documents
- Sales commission reports

H.R. SHRM SENIOR CERTIFIED PROFESSIONAL

- Pre-Hire
- Recruitment
- On-Boarding
- Developing Policy's
- Company Events
- Workers Compensation
- HR Compliance
- Discipline
- Terminations
- Organizational Development
- Projects
- Benefits
- Sensitive Issues
- Family & Medical Leave Act
- Sexual Harassment Training
- Employee Retention
- Investigations / Hearings/ Appeals Independent Contractors
- Guided Team Leaders in Building Effective Diverse Teams by Addressing Cultural Differences and Support Cross-Cultural Team Building Efforts



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