

**ERIKA E. CVENCEK**  
**PUBLIC ACCOUNTANT**

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**NBI Technical Services**  
**Accounting and Audit Manager**  
Westminster, CO

**Nov 2007 - Present**

Overseeing client accounting, tax and auditing services. Responsible for Web services design, development and administration.

**Gulf Coast Latin Chamber of Commerce**  
**Finance Administrator**  
Lakewood Ranch, FL

**Feb 2011 - Jul 2012**

Performing a broad range of accounting and auditing activities, which include recording, analyzing and accounting design of financial information using QuickBooks; creation of controls to safeguard assets; creating procedures manuals; preparation of financial statements for Board presentations; updating the Chamber website; designing and preparing the weekly newsletter and member event notices.

**Tomkins Industries**  
**Risk and Assurance Services Manager**  
Denver, CO

**Aug 2006 – Nov 2007**

Planning and coordinating individual reviews working with management using a risk-based approach; project leading individual process, follow up reviews including development of audit programs, fieldwork, automated working papers and draft reports; manage reporting process from writing of draft report through final issuance; identifying areas for improvement regarding the efficiency and effectiveness of processes, policies, procedures and internal controls and work with "client" personnel developing practical, cost-effective action plans valuable to the business and group; identifying areas of good practices which can be leveraged across a business unit, division or the group and facilitating the knowledge sharing to achieve that leverage; providing training to risk & assurance services team on various accounting and auditing topics.

**PricewaterhouseCoopers**  
**Audit Manager**  
Mexicali, B.C., Mexico

**Jun 2001 – Jul 2006**

Planning procedures, identifying risks, making and supervising the performance of substantive and control procedures in manufacturing, services, maquiladoras and gas companies; issue financial statements under US and Mexico GAP and for tax purposes, fulfill reports sent to Corporate offices, providing training to auditing and tax team on various accounting and auditing topics.

Houston, TX

**Jun 2001 – Apr 2002**

Performed Sarbox work; walkthroughs, testing, evaluating deficiencies and reviewing work done by other PWC offices around the world, for energy industries.

**Deloitte & Touche**  
**Galaz, Gomez Morfin, Chavero Yamazaki S.C.**  
**Senior Audit Consultant**  
Mexico City, Mexico

**Mar 1997 – Jun 2001**

Planning procedures, made and supervised the performance of the substantive and control procedures in manufacturing, services, maquiladoras, construction and gas companies.

**Education:**

**Escuela Bancaria y Comercial, S.C.**  
Mexico City, Mexico  
Bachelor Degree in Public Accounting

**1993 - 1998**

Fully bilingual: English, Spanish.