

Heather Friedman
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August 31, 2010

ACES
Ms. Julie Alm, Principal

Dear Ms. Alm,

This cover letter is in response to the position as a Representative for the 2010 – 2011 school year. I would like to seek representation for Kindergarten to Fourth grade as my daughter, Jules Cohen, is a second grader with Mrs. Garcia.

I have over 16 years of solid work experience and the ability to work in a culturally diverse environment as my attached resume reflects. I am a very enthusiastic and outgoing person and can easily manage issues creatively and effectively.

I have had a very positive experience over the past few years at ACES and feel that I can contribute to the continued success ACES has of not only being an "A" rated school but a place that our children are happy to be a part of. I feel fortunate that my children are a part of a public school that offers so much more than many of the other schools in our area. The need to raise money for the "extras" that ACES offers is an ongoing necessity that helps us stand apart from the others.

I am certain that I could make significant impact as a member of the school advisory committee and hope that I have the opportunity to do so.

Thank you for your consideration.

Sincerely,

Heather Friedman

Heather Friedman-Cohen

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EMPLOYMENT

6/2006-current

MERIT DIAMOND CORP., Hollywood, Florida

Controller

Oversea department of four. Responsible for monthly borrow base reporting to banks as well as quarterly financials. Monthly and quarterly consignment reconciliations as well as handling UCC filings and assuring consignment agreements are in place. Report directly to CEO on a weekly basis as to Accounts Receivable and cash flow. Prepare budgets and review accounts payable. Review and analyze reports from our exclusive warehouse located in Dominican Republic. Liaison for annual audits. Monitor D&B and JBT rating changes on customers. Consolidate and combine financials for three other affiliated entities.

11/2005-6/2006

COMERXIA, INC., Hollywood, Florida

Controller

Handled accounts payable by entering vendor invoices, prepared merchant reconciliations for revenue share payments and reporting directly to the CFO. Responsible for Human Resources – new hire paperwork and corresponding with Paychex payroll services.

3/2002 – 11/2005

AUDIO ONE INC., North Miami Beach, Florida

Financial Manager

Managing accounting activities including accounts receivable, accounts payable, banking and reporting directly to the CEO. Supervising the Miami office and structuring employee salaries and benefits. Coordinating shipping and receiving of merchandise. Control over invoicing customers and generating bi-weekly commission reports for all sales reps.

2/2001 – 9/2001

COMVERSE INFOSYS LTD., Tel Aviv, Israel

Assistant Controller

Preparation of Financial Statements for Comverse Infosys Ltd. and it's subsidiaries worldwide. Managed intercompany accounts – receivables and payables. Supervised a team of six and directly reported to Controller. Established and monitored expenses and budgets of the various departments. Liaison for company audit.

2/2000 – 2/2001

BROADSERVE ISRAEL LTD., Azor, Israel

Controller

Established Accounting Department by incorporating the Priority Financial Software and implementing initial procedures. Responsible for recruiting and supervising employees and reporting directly to the CFO in New York. Organizer and direct contact for external audit. Prepared monthly cash flow and financial statements to Broadserve NY. Controlled expenses and budgets. Structured employee salaries and benefits.

6/1995 – 2/2000

3M ISRAEL LTD., Herzilia, Israel

Senior Accountant

Directly reported to CFO. Responsible for preparing and reporting monthly, quarterly and year-end financial statements to 3M Headquarters in the U.S. Managed inter-company accounts – receivables and payables. Controlled marketing and sales promotion budgets, travel and entertainment budgets and bonus plans for each business. Assisted in the preparation for both internal and external audits. Reconciliation of supplier accounts.

8/1993 –11/1994

GOLDSTEIN, KARLEWICZ, AND GOLDSTEIN, CPA's, Chestnut Ridge, NY

Staff Accountant

Worked at on-site audits and reviews of a diversified clientele base including retail, manufacturing, construction, transportation, food service and non-profit organizations. Prepared federal income tax returns for individual, corporate and non-profit organizations. Performed write-up work and prepared financial statements.

EDUCATION

1989 - 1993

GEORGE WASHINGTON UNIVERSITY, Washington, D.C.

Bachelor of Accountancy

COMPUTER SKILLS

Windows: Excel, PowerPoint, Word, Access – Accounting Software: ATB, TurboTax, Priority, Financit - Databases: PeopleSoft, Oracle, MAS90, EDI

LANGUAGES

English (native speaker) and Hebrew