

128 Casey Road
East Amherst New York 14051-2333
May 6, 2011

Honorable Legislature Clerk
Robert M Graber
Old County hall
92 Franklin Street, Fourth Floor
Buffalo New York 14202

Dear Mr. Graber:

I am writing this letter and submitting my resume for consideration as a candidate for the Erie County Water Authority Commission.

I am retiring from the US Postal Service after 37 year of service with an optional retirement. I am looking to engage in community service in a part time fashion.

I have extensive managerial experience in dealing with the public as it relates to providing services. I have held positions of increasing responsibility over the length of my career culminating as a senior manager in the Western New York District. In this position I have regular interaction with residents, business leaders, and the congressional delegation.

Through subordinate managers, I have direct responsibility for retail operations, consumer affairs, business mail customers and all issues related to these functions.

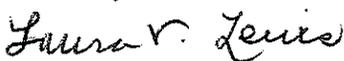
I am experienced in conducting meetings, briefings, public hearings and other professional functions.

I have been married for twenty eight years and have three grown children. I have been active in my community and done community work in the city of Buffalo training and recruiting candidates for U S Postal Service Employment.

I have an energetic can-do attitude and support teamwork at every level.

I sincerely hope you will give me consideration and would be honored to receive an interview for this important position. I believe my career experience, education and professional demeanor would be an asset to the commission.

Sincerely,



Laura V Lewis

Laura V Lewis

Objective Perform community service as a Commissioner for the Erie County Water Authority in a result driven professional manner.

Experience

2001-2011 United States Postal Service Buffalo New York
Western New York District Marketing Manager

- Oversee Retail, Business Mail Entry, Consumer Affairs and Business Service Network Operations for a district containing over 400 Post office Locations.
- Project Manager for service improvement, consolidations of Business Mail entry points.
- Planned scheduled, and conducted briefings for Congressional Delegation

1990-2001 United States Postal Service Buffalo New York
Manager Customer Service

- Managed Delivery and Collections Operation for the City of Buffalo stations and branch Post Offices.
- Managed implementation and day to day responsibility for Safety, EEO, Labor Union Contracts, fleet vehicles, and retail operations
- Provided mentoring for subordinate staff.

1986-1990 United States Postal Service Buffalo New York
District Manager Training

- Oversaw training for craft and managerial personnel for the district.
- Developed and delivered training programs for specialized areas.
- Maintained training budget relative to training work hours and program supplies.

1974-1990 United States Postal Service Buffalo New York
Clerk, Supervisor

- Worked as a Postal clerk from 1974-1978
- Promoted to Supervisor 1978.

Education

1981 State University at Buffalo Buffalo New York

- B.A., English.
- Graduated *cum laude*.

2007 State University at Buffalo Buffalo New York

- Six Sigma Black Belt Certification

Other Related Qualifications and Professional Affiliations

Proficient in Microsoft Programs (Word, Excel, PowerPoint, Project)
Experienced public speaker, numerous business relationships with area mailers, extensive experience in public service. Member, National Association of Postal Supervisors, Greater Niagara Postal Customer Council, St Mary's RC Church Swornville NY,