



Office of the West Seneca Town Supervisor
Hon. Gary A. Dickson

Memorandum

To: Honorable Town Board
From: Gary Dickson, Town Supervisor
Date: December 28, 2021
Subject: Internal Audit Committee nomination

Dear Colleagues,

I would like to nominate Mary McGuire to fill a vacancy on the Internal Audit Committee. Mary is a West Seneca resident and is retired. Her experience includes a sales consultant at West Herr Automotive from 2000 to 2018, dispatcher for the Buffalo Police Department from 1998 to 2000, office manager for payroll and daily operations for a Canadian mail order company from 1989 to 1998, and an accounts receivable clerk for an insurance company from 1974 to 1981. I have attached her resume.

Mary McGuire

2018 - 2021 Retired

2000 - 2018 - Employment West Herr Automotive - Sales Consultant for largest Automotive Group in Western New York. As a sales consultant for West Herr sold and leased vehicles to customers for their needs.

Continually follow up with customers for any sales or service concerns. Also was an employee Select Representative for West Herr Group. Also Lease Return Manager for customers lease returns.

Key Achievements

- * Presidents club member since 2003
- * Frequently earned recognition for top sales
- * Selling over 200 vehicles per year

1998 - 2000 Employment Buffalo Police Department - Dispatcher for Buffalo Police. Dispatching calls to police officers. Worked closely with officers to resolve calls and disputes. Also worked with numerous agencies outside the department to assist in their needs. Left Department due to family emergency.

1989-1998 Employment Tilley Endurable's - Office Manager. Canadian mail order company. Duties included weekly payroll, managed employees 401k plan. Helped organize move to new location and open retail store. Oversaw the day-to-day operations of US location mail -order and retail.

1981 - 1989 Stay at home mom.

1974 - 1981 Merchants Insurance Group - File and Typist clerk. Worked in Accounting department for agent's receivables. Daily filing of agents' accounts receivables and filming for microfilm. Typing documents for the account representatives and answering phones.

Education and training

Graduated from Baker victory High School Lackawanna

Completed sales training courses

Yearly Certification

Completed radio dispatch training course