

# Cedar Valley Views

*Celebrating 30 Years in the Cedar Valley!*



## APICS

August 2004

**Build Your Business—  
Build Your Team—  
Build Your Career**  
APICS and our Cedar Valley Chapter offer almost unlimited opportunities to improve your career, your work team, and your enterprise.

**Maximize your  
Membership ROI—  
Be an active member!**

**CPIM & CIRM  
Certification Programs**  
are a great way to develop and motivate your resource management individuals or teams. Visit the Cedar Valley APICS website for more info on the programs and a schedule of local review courses and exams for 2004

### Newsletter Distribution

Want to be added to our Newsletter distribution? Just title an Email "CDVA Newsletter" & send it from your Email address to: [cathy.bolton@mchsi.com](mailto:cathy.bolton@mchsi.com)

Visit **Your Website:**  
[www.cedarvalleyapics.org](http://www.cedarvalleyapics.org)

### **Next APICS Certification Class Begins Sept 9th** **Registration deadline is Sept 6<sup>th</sup>**

CPIM--Certified in Production and Inventory Management  
"Execution & Control of Operations" Page 3

### **2004-05 Annual PDM Schedule!**

Sept 14 <sup>th</sup>	Darin Garman- 'Real Estate Investments for Immediate Profits' --- Page 2
Oct 12 <sup>th</sup>	Plant Tour - Shakespeare Chocolate Factory
Nov 9 <sup>th</sup>	John Ruth - Sales and Operations Planning
Jan 11 <sup>th</sup>	TBD
Feb 8 <sup>th</sup>	Harvey McChesney - Unfreeze your Thinking for Better Decision Making
Mar 8 <sup>th</sup>	Plant Tour - Kinze Manufacturing
Apr 12 <sup>th</sup>	Stephen J Timm - Life Cycle Value Stream Management / Lean
May TBD	Golf Outing

### **Great Prizes Planned for 2004-2005 PDM Participants**

Perfect Attendance Awards and drawings for two terrific Grand Prizes scheduled for April 2005. Page 2.

### **Is Your Resume Lost in the Great Internet Void?**

Career Coach Deborah Walker, CCMC, provides excellent information on resume management for online job hunters. Page 4.

### **2004 APICS International Conference and Exposition**

The 2004 APICS International Conference and Exposition, October 10-13, 2004, in San Diego, California, is less than seven weeks away. Register now and experience educational sessions on the hottest inventory and supply chain management issues, new roundtable discussions, and the best networking event of the year. **Register by September 10 and SAVE.** Go to [www.apics.org](http://www.apics.org) for more details.

**PLAN NOW TO ATTEND 2004-2005 CDVA PDM's -----WIN PRIZES**

Dear CDVA APICS Members and Friends,

Welcome back to another year of interesting and educational Professional Development Meetings. We have an excellent schedule planned for 2004-2005. Plan now to join us each month to share ideas, food, and fun.....*and an opportunity to win some great prizes.* At each PDM you may put your name in the hat for a chance to win one of the following Grand Prizes to be awarded at the PDM in April 2005 (must be present for drawing at April PDM to win):

- A NEW DESKTOP PC**
- A NEW PERSONAL DATA ASSISTANT (PDA)**

**SPECIAL PERFECT ATTENDANCE PRIZES  
WILL BE AWARDED TO THOSE WITH  
PERFECT PDM ATTENDANCE FROM SEPTEMBER 2004 – APRIL 2005**

**SEPTEMBER PDM    Topic: *Real Estate Investments for Immediate Profits***

**Presenter: *Darin Garman***

**When: Tuesday, September 14th, 2004**

- 6:00 PM    Networking**
- 6:30        Chapter Business**
- 6:45        Dinner**
- 7:30        Program**

**Where: Longbranch Hotel and Restaurant  
90 Twixt Town Rd NE, Cedar Rapids, IA**



***Meet Mr. Darin Garman---***

*Once a down on his luck prison guard, Darin Garman is now recognized as one of the top experts in apartments and investment real estate in the US. As an apartment and investment real estate specialist and owner himself, Darin not only works with individual and corporate investors and owners of apartment and investment real estate here in Iowa but from all over the country and Canada. Over the last 11 years Darin has been responsible for helping many individuals grow their wealth or in some cases become independently wealthy by using apartments and investment real estate. Locally, Darin has been responsible for assisting investors in purchasing and or selling over \$166,000,000 in investment real estate.*

*Year in and year out over 70% of all apartment properties of 4 units or more in the Cedar Rapids area are sold by Darin Garman. Darin is originally from Algona, Iowa has been married to Gina for 15 years and has three children, Madisen, Malory and Isaiah and currently lives in Marion.*

**Reservations are due by Friday, September 10th    \$20.00 payable at check in (No-shows are billed.)**

Contact Cedar Valley APICS Director of Programs Kavi Parupally,  
Phone (319) 295-6280, E-Mail [kkparup9@rockwellcollins.com](mailto:kkparup9@rockwellcollins.com), or FAX (319) 295-7400

Name: \_\_\_\_\_ Co.: \_\_\_\_\_

Name: \_\_\_\_\_ Co.: \_\_\_\_\_

Name: \_\_\_\_\_ Co.: \_\_\_\_\_

Today more than ever, our businesses need people with the skills and knowledge to meet ever-increasing challenges to the efficient and effective management of resources--to plan, schedule, coordinate, expedite, and optimize the flow of material, labor, services and information which creates value for our customers. Whether we compete in manufacturing, service, distribution, healthcare, utilities, communications, or any other business area, APICS education, reference materials, and involvement can help our team members excel in their resource management roles.

*Timing is everything, and the time is now! Whether you are developing the professional skills of yourself, a valued employee, or your work team, the combination of Certified in Production & Inventory Management course content & certification is a powerful incentive. Contact Kirkwood to register today!*

**Execution & Control of Operations – Begins Sept 9<sup>th</sup>**

This class focuses on the areas of prioritizing and sequencing of work, executing work plans and controls, reporting results, and providing feedback on performance. A large portion of the class deals with quality initiatives and continuous improvement plans.

Classes will be held Thursday evenings, 6:00—9:00 PM, Sept 9 through November 11. Course fee includes textbook, exam content manual, sample test, and the CPIM Exam for the module. On-Line Registration is at [www.foryourlifetime.com](http://www.foryourlifetime.com). The Execution and Control of Operations Course # is 242678

**Experienced Instructor**

Jim Milden has 25 years experience in materials management in a variety of retail, wholesale, and manufacturing companies. A graduate of the University of Wisconsin-Madison, Mr. Milden is certified by APICS in both Production & Inventory Management (CPIM) and Integrated Resource Management (CIRM). He is currently the Materials Analyst with Apache Hose and Belting.



**APICS CPIM Review Course Schedule: 2004-2005**

COURSE	REGISTRATION DEADLINE	KCC LOCATION	START DATE	END DATE	EXAM DATE
Execution & Control of Ops	Sep 6, 2004	Amana Room Iowa Hall	Sep 9	Nov 11	Nov 13
Strategic Mgmt of Resources	Jan 17, 2005	Amana Room Iowa Hall	Jan 20	Mar 24	Apr 9
Basics of Supply Chain Mgmt	Apr 4, 2005	Amana Room Iowa Hall	Apr 7	Jun 9	Jun 11

**Certification Maintenance News**

APICS is preparing to begin the suspension process for those CPIMs and CFPIMs with 2003 and 2004 deadlines who have not yet met the Certification Maintenance program requirements. Go to our website, [www.cedarvalleyapics.org](http://www.cedarvalleyapics.org), for a letter from APICS with information on an amnesty period and the suspension schedule for Certification Maintenance candidates.

## **IS YOUR RESUME LOST IN THE GREAT INTERNET VOID?**

With the advent of email and online job services, job hunting suddenly became much easier. Or did it? Sometimes it's hard to know if your resume is actually reaching someone's desk—or is lost somewhere in the great void of cyberspace. If you want to be sure that your resume is being seen by a real person who can offer you a real job, here are three rules to get stronger response.

### **1. Use the Right Key Words**

More than ever, resumes are stored in a database and queried for key words to indicate candidate match. If you aren't using the right words to describe your employment experiences, then your resume might be rejected before it's ever seen. Review key words your resume uses to:

- **Describe your dream job.** Do your qualifications match the job description? Look closely at areas listing your technical skills, job responsibilities and core competencies.
- **Attract your desired industry.** Are you using industry buzzwords? In other words, does your resume talk their talk?
- **Attract your occupational field.** Do the phrases you use prove your level of experience in your field?

### **2. Use the Correct Electronic Version**

If your resume can't be opened as an attachment, then it can't be seen. Because of the threat of computer viruses many companies only accept resumes through their own online forms which ask you to cut and paste (rather than attach) your resume. Make sure you are sending your resume in a format that will work for the employer.

- **If a resume attachment is requested:** Save your resume as a Word document (.doc or .rtf). This is the standard most companies use, and it should retain the formatting that you used for your resume. But just in case they use a different word processing program than yours, you should still avoid using too many fancy formatting options, such as columns, boxes and tables.
- **If an email or online form is used:** Use ASCII, plain text, or text only. This removes formatting, but the information is preserved. Be sure to review your resume before sending it so that it is still easy to read and user friendly.

### **3. Differentiate Your Resume from the Crowd**

There are dozens of fast food restaurants that sell hamburgers and fries. How do you choose which one you want? Chances are, one of those restaurants has a differentiating edge, something that you like better than all the others. The job market is the same way; it's flooded with choices, so you have to make your resume stand out from all the competition.

The best way to differentiate your resume from others is with accomplishments. And those accomplishments really stand out when:

- **They are measurable.** Can you define how much you accomplished in dollars saved, contracts won, or percent changed?
- **They support your transferable skills.** Can your skills be used by this company, even if your job experience is in a different industry? What skills will transfer from one job to another?
- **They connect to corporate bottom-line objectives.** How can you help them save *time*, save *money*, increase their *profit margin*, improve *sales*, or increase *revenue*?

While the Internet is still a great tool for job seekers to connect quickly with employers, take steps to insure your resume won't get lost in the void. Before you send your resume off to the Great Cyber Beyond, use these three tips to make sure your resume gets the attention it deserves!

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Deborah Walker, CCMC

Resume Writer ~ Career Coach

To see resume format samples and read more job-search tips visit [www.AlphaAdvantage.com](http://www.AlphaAdvantage.com)

Email: [Deb@AlphaAdvantage.com](mailto:Deb@AlphaAdvantage.com)

Contact any board member for information on service and leadership opportunities beginning in 2004.

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| <b>Director of Education</b><br>Jim Milden CPIM CIRM<br>Apache Hose & Belting, Inc.<br>(319)365-0471 X293 W<br>(319)365-7127 H<br>E-Mail: <a href="mailto:jim.milden@apachehb.com">jim.milden@apachehb.com</a> | <b>Director of Programs</b><br>Kavi Parupally CPIM<br>Rockwell Collins<br>(319) 295-6280<br>E-Mail: <a href="mailto:kkparup9@rockwellcollins.com">kkparup9@rockwellcollins.com</a>                  | <b>Director of Membership</b><br>Matt MacNider CPIM<br>Rockwell Collins<br>(319)295-7085 W, (319)373-6013 H<br><a href="mailto:mmmacnid@rockwellcollins.com">mmmacnid@rockwellcollins.com</a>                     |
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Special thanks to Cedar Valley Company Coordinators, our behind-the-scenes recruiters of new members, PDM attendees, and Certification students:

| Company                      | Coordinator           | Email Address                                                                  |
|------------------------------|-----------------------|--------------------------------------------------------------------------------|
| Apache Hose & Belting Inc.   | Jim Milden CPIM CIRM  | <a href="mailto:jim.milden@apachehb.com">jim.milden@apachehb.com</a>           |
| Cargill Inc.                 | Debra Pingel CPIM     | <a href="mailto:deb_pingel@cargill.com">deb_pingel@cargill.com</a>             |
| CorrFlex Display & Packaging | Todd Peterson CPIM    | <a href="mailto:todd.peterson@cfgraphics.com">todd.peterson@cfgraphics.com</a> |
| Cryovac                      | Larry Fenner          | <a href="mailto:larry2914@yahoo.com">larry2914@yahoo.com</a>                   |
| Evergreen Packaging Equip.   | Patricia Schiel       | <a href="mailto:pat.schiel@ipaper.com">pat.schiel@ipaper.com</a>               |
| Genencor International Inc.  | Marilyn Kies CPIM     | <a href="mailto:mkies@genencor.com">mkies@genencor.com</a>                     |
| Hunters Specialties Inc.     | Nancy Dean            | <a href="mailto:ndean@hunterspec.com">ndean@hunterspec.com</a>                 |
| Kinze Manufacturing Inc.     | Joe Miller, CPIM      | <a href="mailto:jmiller@kinzemfg.com">jmiller@kinzemfg.com</a>                 |
| Kirkwood Community College   | Kirk Watson           | <a href="mailto:kirk.watson@kirkwood.edu">kirk.watson@kirkwood.edu</a>         |
| Klein Tools                  | Darin Grice           | <a href="mailto:dgrice@kleintools.com">dgrice@kleintools.com</a>               |
| Lear Corporation             | Cathy Bolton          | <a href="mailto:cbolton@lear.com">cbolton@lear.com</a>                         |
| Maytag Appliances – Amana    | Rick Held CPIM        | <a href="mailto:rheld@maytag.com">rheld@maytag.com</a>                         |
| McLeod USA                   | Gregg Stark CPIM CIRM | <a href="mailto:gstark@McLeodUSA.com">gstark@McLeodUSA.com</a>                 |
| Midland Forge                | Steve Rose CPIM       | <a href="mailto:steve.rose@cmworks.com">steve.rose@cmworks.com</a>             |
| Norwood -Souvenir            | Ken Nelson            | <a href="mailto:knelson@norwood.com">knelson@norwood.com</a>                   |
| Oral B                       | Marty Novak CPIM      | <a href="mailto:marty_novak@gillette.com">marty_novak@gillette.com</a>         |
| Penford Products Co.         | Steve Schmitz CPIM    | <a href="mailto:sschmitz@penford.com">sschmitz@penford.com</a>                 |
| PMX Industries Inc.          | Dave Capouch CPIM     | <a href="mailto:david.capouch@ipmx.com">david.capouch@ipmx.com</a>             |
| Procter & Gamble Co          | Eric Van Roekel       | <a href="mailto:vanroekel.ed@pg.com">vanroekel.ed@pg.com</a>                   |
| Quaker Oats Company          | Kay Driscoll          | <a href="mailto:kay_driscoll@quakeroats.com">kay_driscoll@quakeroats.com</a>   |
| Rockwell Collins             | Julie Stull           | <a href="mailto:jastull@rockwellcollins.com">jastull@rockwellcollins.com</a>   |
| Siemens Trans Systems        | Mary Smith            | <a href="mailto:mary.smith@sts.siemens.com">mary.smith@sts.siemens.com</a>     |

## **We're Cedar Valley APICS**

APICS—the American Production and Inventory Control Society, an international organization with 70,000 members in 20,000 companies worldwide.

Locally, we're the Cedar Valley APICS Chapter - serving its members and the Cedar Rapids, Iowa City, and surrounding business community since 1972. We're a non-profit volunteer organization, dedicated to providing leading edge learning opportunities, professional certification, networking, and access to the education resources of APICS International.

Our mission is to develop, promote, and recognize the professional management of resources by individuals and enterprises.

### **Help For Our "Downsized" APICS Members**

**"Seeking Employment" advertisement** in our Cedar Valley Views newsletter—Quarter-page ad FREE to unemployed Cedar Valley APICS members. Copy due 15<sup>th</sup> of the month. Contact Cathy Bolton.

**APICS Career Center**—all candidates may search jobs, but only APICS members receive the added benefits of posting resumes and receiving email alerts when new positions are listed. Visit the APICS Career Center at [www.apics.org](http://www.apics.org), phone (800)444-2742, or email [jobs@apicshq.org](mailto:jobs@apicshq.org).

**Benefits Extension for Unemployed Members Program**—a six-month extension of membership benefits without cost. Contact Kirk Schroeder for more info and an application.

### **Job Postings**

A separate e-mail distribution list has been set up for job postings. If you would like to receive these postings, please contact Rick Held at [rick.held@mchsi.com](mailto:rick.held@mchsi.com) and ask to be added to the job postings list. You can have the newsletter and these job postings sent to different email addresses if you like.

If you have a Job you would like distributed to this list, also email to the above address.

Job Postings will also be available on the chapter website, [www.cedarvalleyapics.org](http://www.cedarvalleyapics.org)

**Cedar Valley Views**, the chapter's monthly newsletter, is available by email or on the chapter website, [www.cedarvalleyapics.org](http://www.cedarvalleyapics.org). You may request inclusion on our email distribution by contacting the editor, Cathy Bolton at (319) 688-6360 or [cathy.bolton@mchsi.com](mailto:cathy.bolton@mchsi.com). We welcome your inquiries regarding articles, submissions, advertising, address changes, etc. The deadline for each monthly issue is the 15<sup>th</sup> of the preceding month. The newsletter may be forwarded to interested parties; articles may be reprinted with permission from Cedar Valley APICS.