

# APICS Sacramento

The Educational Society for Resource Management

Issue 7 Volume 14

www.apicsacramento.com

February, 1999

## "World Class Purchasing: What Is It and Where Are You?"

Tuesday, February 16, 1999

Ben Schluskel

The continuously growing importance of the procurement function and the critical role it plays in an organization's growth is undeniable. Historically, all of the "improvement" efforts have been directed toward improving the operations and production parts of the business. The external factors driving these changes not only impact our manufacturing operations, but ultimately rely on the relationship with our suppliers.

This presentation examines the factors driving change and explores their impact on the future of the enterprise. The prerequisite capabilities for World Class companies is defined and demonstrates how they drive the changing roles in operations and procurement.

Each participant will perform a "guided self-assessment" of their progress through the pre-requisite World Class capabilities. The assessment will help them identify the opportunities available for improvement in their organization.

### ABOUT THE SPEAKER

Ben Schluskel CPIM. Ben has more than 30 years of

industry experience in manufacturing, engineering, materials and operations management. His hands-on experience includes electronics, precision machining, heavy metal fabrication, machine tool, aerospace/defense, transportation equipment, food products and pharmaceuticals.

He has provided consulting and education to companies seeking to enhance their competitiveness, quality and profitability. His participation and leadership has been instrumental in assisting clients to achieve and retain Class A MRP status, implement TQM and JIT, plan and execute changes in organization, technology and strategy using the "Balanced Scorecard" and "Integrative Transformation" methodologies.

Active in APICS for many years, he is on the Editorial Review Board for APICS' international magazine "The Performance Advantage" and is the author of numerous articles. Ben is a popular and sought after consultant, educator and facilitator. Recently, he received the Toyota: Best Idea" award at the South African Production & Inventory Control Society's annual conference in Durban, South Africa.

## THIS EVENT CO-SPONSORED BY THE SACRAMENTO CHAPTER OF NAPM



**RSVP by Friday, February 12, 1999**

To RSVP for this dinner meeting, please call (916) 650-8660 and provide the attendee's name, company and telephone number or fax/email this information to Brenda Marsh at fax (916) 455-5795 email: [brcben@aol.com](mailto:brcben@aol.com).

5:30	Registration	\$22.00	Members
6:00	Dinner	\$25.00	Non-members
7:00	Membership meeting	\$18.00	Full-time students
7:20	Presentation	\$5.00	Speaker only

Presentation will be held at the Hungry Hunter Restaurant on Bercut Ave., Sacramento.

Please call the Hungry Hunter at 916-441-2844 for directions.

## President's Message

There are several upcoming changes to the CPIM and CIRM testing processes. As of February 1, 1999 registration fees for the certification exams will be increasing. Also, beginning April 1, 1999 a new test vendor, Assessment Systems Incorporated (ASI) will be replacing the current test provider, Chauncey. Please review the related articles in this newsletter for additional details regarding these changes.

There are also several new additions to the APICS web site. These are as follows:

- ◆ 1999 SIG workshop & seminars: [www.apics.org/signs/sign2top.htm](http://www.apics.org/signs/sign2top.htm)
- ◆ 1999 Certification Preview Bulletins: [www.apics.org/certification/cert2top.htm](http://www.apics.org/certification/cert2top.htm)
- ◆ Performance Advantage: [www.apics.org/magazine](http://www.apics.org/magazine)

I wish to welcome our newest members: Nancy Bingley, Julie Kennedy, and Gwendolyn Newell. WELCOME! I hope to see you all at our next meeting. If I, or any of the board can be of assistance, don't hesitate to call.

Beverly Paul, CPIM  
President

## APICS On The Move!

That's right! APICS Society headquarters is moving on February 9<sup>th</sup> to its' new address at:

5301 Shawnee Road  
Alexandria, Virginia 22312

Due to the move, Society headquarters will be closing on Thursday, 2/4 at 5:00 EST and will remain closed until Monday, 2/8.

Please note that Society headquarters' telephone number will remain the same (800-444-2742), but the fax number will be changed to 703-354-8106.

## Share Your Knowledge

The materials management program sponsored jointly with CSUS Regional Continuing Education is in need of additional instructors. If you are CPIM, CIRM or NAPM certified and have an interest in sharing your knowledge, please call Ree McLaughlan at 916-574-2265 or email at [rmclaugh@dgs.ca.gov](mailto:rmclaugh@dgs.ca.gov).

## Calling All Papers!

Dust off those term papers or save your new ones; you could earn CASH for your college research paper!

Any college student classified as full or part-time is eligible to submit a paper for competition. Team papers are also eligible. In addition to a modest prize schedule from APICSacramento, cash prizes are awarded at the region and society level as follows:

	Region	Society
1 <sup>st</sup> place	\$250	\$1,500
2 <sup>nd</sup> place	\$200	\$1,000
3 <sup>rd</sup> place	\$100	\$750

Papers on any topic relevant to resource management will be considered. They should be the original work of one or more eligible students. Although papers prepared in conjunction with normal class work are eligible, theses and dissertations cannot be accepted.

You can call APICS Customer Service at 800-444-APIC and request manual # 01002 or get your information online at [www.apics.org](http://www.apics.org). Papers are due to the local chapter by May 15, 1999.

If you or your faculty adviser require additional information, please contact Bill Lodholz at 530-666-2493 or [lodholz@dcn.davis.ca.us](mailto:lodholz@dcn.davis.ca.us).

## Local Book Donations

APICS Sacramento has donated four resource management books to the Auburn Public Library. Both business professionals and students of materials management will benefit from these donations.

The books are:

- ◆ Arnold, Tony. Introduction to Materials Management. 3<sup>rd</sup> edition, 1998.
- ◆ Plossl, George W. Orlicky's Materials Requirements Planning. 1994.
- ◆ Berry, Vollman. Whybark. Manufacturing Planning And Control Systems. 4<sup>th</sup> edition, 1997.
- ◆ Viale, David J. Basics Of Manufacturing: Fundamental Concepts For Decision Makers. 1995.

APICS Sacramento has also donated three books to the Sacramento Public Library. The books are:

- ◆ Gryna, Frank M. Juran, J.M. Quality Planning And Analysis. 3<sup>rd</sup> edition, 1993.
- ◆ Plossl, George W. Orlicky's Materials Requirements Planning. 2<sup>nd</sup> edition, 1994.
- ◆ Ross, David Frederick. Distribution Planning And Control. 1996.

## New Testing Service

*By Ms. Ray Ayoub, Sr. Manager - Certification*

APICS is pleased to announce that Assessment Systems Incorporated (ASI) has been selected as our new certification test vendor. This change is effective April 1, 1999.

We are committed to providing excellent testing services and APICS has been diligent in making this decision to ensure those services. Throughout the evaluation process, ASI scored highest for commitment to test development quality, customer service, cost effectiveness, and technological innovation. In addition to a sterling reputation, ASI has a strong parent company in Harcourt Brace International.

In addition, the CRIM exam window opening March 3, 1999 will close on March 31, 1999. Service for this first CIRM window will still be provided by Sylvan Centers and the registration process is detailed in the 1999 CIRM Preview Registration Bulletin (item #09002).

New registration procedures will be mailed to candidates in February and will be added to the APICS web site at [www.apics.org](http://www.apics.org) and fax-on-demand as they become

available. All registrations for CPIM and CIRM exams offered after April 1<sup>st</sup> will be taken through ASI. APICS is committed to providing the best available services. We believe choosing ASI helps fulfill this commitment.

## New Exam Fees

Effective February 1, 1999, the following new fee schedule goes into effect for the CPIM and CIRM exams:

CPIM	Old	New
Members	\$80	\$100
Non-members	\$115	\$135
CIRM		
Members	\$130	\$150
Non-members	\$165	\$185

The new pricing applies to all exams taken after January 31, 1999 regardless of when the reservation was made. Certification candidates were notified of the price changes in mid December with a mailing from APICS Society.

If you purchased a registration voucher at the old price, it will be honored for up to one year from the date of purchase.

This change in fees is being driven by the cost of improvements in the CPIM and CIRM programs as well as general increases in cost. The price of exams has been stable for over two years.

If you have any questions regarding the new fee structure, visit [www.apics.org](http://www.apics.org) or talk with a member of the APICS Sacramento board.

# The Resume

By Tony Winckowski

Whether by force, or by choice, the time has come to sit down and do that one task you have put off the longest... longer than every other task around the house. Its time to do *THE RESUME!* Unfortunately, the resume is one of the most important documents you will create. I say unfortunately, because based on what is out there, most resumes are poor and usually end up "hurting" rather than "helping" the job seeker. And, even though everyone knows the resume is very important, the majority of candidates spend as little time and effort as possible on this document. There are no rules when it comes to resumes. But, by understanding what happens with resumes and by getting feedback on why resumes fail, you can avoid the most common mistakes job seekers make.

## WHAT HAPPENED TO THAT RESUME I SENT?

I hate to be the one to break this to you, and I know you will find this to be very pessimistic, but the reality is most hiring managers look for reasons NOT to interview a candidate. In fact, one survey shared that hiring managers spend less than 30 seconds looking at any one resume... **30 SECONDS!** Yes, they might be skimming to see if you are a qualified candidate, but at the same time they are finding reasons to put you in the "Do Not Interview/Not Qualified" pile. In this "I'm so busy era", they simply do not have the time to interview each candidate. How do you avoid this? By working as hard as you can to NOT give them a reason to NOT talk to you.

## WHY RESUMES FAIL

A survey conducted by "The Fordyce Letter" shared the following reasons why resumes failed:

- 1) No accomplishments 78%
- 2) Negative visual impact 55%
- 3) Poor or no cover letter 40%
- 4) Lack of objective 36%
- 5) Format problems 32%
- 6) Irrelevant data 29%
- 7) Inadequate job description 12%
- 8) Time gaps unexplained 10%
- 9) Resume too long 10%

As a recruiter, I found this survey to be very accurate. Most resumes I receive fall under the above list, usually with multiple problems. And, it is not uncommon to receive resumes that fail under all 9 counts! By focusing on the top 6 reasons, you will create a resume that stands out from the crowd and increases your chances of getting an interview.

It is important to remember that the resume alone will

not get you a job. It is a marketing tool to get you an interview and that is all. By taking the time to create the best possible resume, you are on your way to avoiding the most common pitfalls candidates face. Next month, we will focus on "The Cover Letter".



**CERTIFIED  
EXECUTIVE  
SEARCH**  
A DIVISION OF  
CERTIFIED PERSONNEL

Serving  
Northern California  
since 1963

<http://www.certified-personnel.com>

Your Best Employment  
Solution is a Company  
You Can Trust

Work with experienced  
recruiters offering the best  
service, information and  
knowledge of Production &  
Inventory Management,  
Resource Management, and  
HR Professionals.

Flexible and contract staffing  
also available.

Tony Winckowski, Executive Search Consultant  
(916) 771-6886 • fax (916) 771-6808  
[tonyw@certified-personnel.com](mailto:tonyw@certified-personnel.com)

## Job Opportunities

Aerospace Component Company located in Stockton has a position open for a **Master Production Scheduler**. Requires a min. of 2 years previous experience as a Master Production Scheduler, BA or BS degree in a related discipline and APICS certification

Responsibilities:

- ◆ Scheduling production floor
- ◆ Integrating production and QA demands for all work centers
- ◆ Play a key roll transition from Man-Man to Visibility Manufacturing
- ◆ Management Accounting system
- ◆ Support and develop training program for new system

Candidate must demonstrate excellent interpersonal, computer, project management and organizational skills.

Please contact Dave Hardwick at (209) 983-3279. Fax resumes to: (209) 983-3375 or e-mail resumes to: [dhardwick@aaascworld.com](mailto:dhardwick@aaascworld.com)

# APICS Sacramento Calendar

## February

- 2 Board meeting at Lyons on I-5 & Richards Blvd.  
23 DINNER MEETING. Mr. Ben Schluskel presents, "World Class Purchasing: What Is It And Where Are You?"

## March

- 2 Board meeting at Lyons on I-5 & Richards Blvd.  
23 Professional development meeting. Presenter and topic to be announced.

## April

- 6 Board meeting at Lyons on I-5 & Richards Blvd.  
20 Professional development meeting. Presenter and topic to be announced.

## CSUS Materials Management Certification Class Schedules

The 1999 Spring and Summer classes for the Certificate program are as follows:

- ◆ Master Planning – Jan. 4 – Feb. 3
- ◆ Inventory Management – Feb. 24 – March 24
- ◆ Production Activity Control – April 12 – May 5
- ◆ Just In Time – May 24 – June 21
- ◆ Systems & Technologies – July 7 – Aug. 2
- ◆ Purchasing – Aug. 16 – Sept. 13

For more information, please contact Jackie Branch at (916) 278-4433 ext. 115.

## 1999 Examination Schedules

Basics of Supply Chain Management:

- ◆ April 3<sup>rd</sup> - May 15<sup>th</sup> 1999
- ◆ Aug. 21<sup>st</sup> – Oct. 2<sup>nd</sup> 1999
- ◆ Nov. 22<sup>nd</sup> – Dec. 30<sup>th</sup> 1999

*All other CPIM modules are offered throughout the year.*

CIRM exam schedules (excluding IEM) are:

- ◆ March 6<sup>th</sup> – April 2<sup>nd</sup> 1999
- ◆ July 17<sup>th</sup> – Aug. 14<sup>th</sup> 1999
- ◆ Oct. 4<sup>th</sup> – Oct. 30<sup>th</sup> 1999

IEM schedule:

- ◆ May 21<sup>nd</sup> – May 22<sup>nd</sup> 1999
- ◆ Nov. 19<sup>th</sup> – Nov. 20<sup>th</sup> 1999

All CPIM exams are offered at Sylvan Technology Centers (see inset).

## CPIM Certification Corner: 4<sup>th</sup> of a Series

*By Ed C Mercado, CPIM*

Be thoroughly familiar with the Exam Content Manual:

- Scope of Subject Matter
- Curriculum Outline
- Key Terminology
- Supplementary Glossary
- Bibliography
- Sample Questions

You'll be way ahead if you try to make a conceptual sketch of the Exam Content Manual's logic flow. Some subjects can appear pretty cluttered. But, if you list all the topics, concepts, techniques and try to group them into meaningful and neat headings, you'll have an easier time keeping track of what you already know, what else you need to review.

The Exam Content Manual is item #09001 and costs \$9.00 for members and for \$10.00 non-members. Contact: APICS Customer Service (800) 444-2742 or (703) 237-8344. You may also visit the APICS site at <http://www.apics.org>.

The test center in the Sacramento area is Sylvan Technology Centers at Almond Orchard on Madison at Fair Oaks - call (916) 961-7323 to register for exams. NOTE: Effective February 1, 1999, there will be a new testing group. APICS and Sylvan's parent organization has mutually agreed to terminate the agreement on test administration. A new group has been engaged to handle testing.

*More information and tips in the next issue.* In the meantime, if you need any other information before the next issue, contact me at: [emercado@wr1000.mbg.com](mailto:emercado@wr1000.mbg.com). We'll endeavor to give you an answer or point you in the right direction within 24 hours.

### Sylvan Technology Center

11715 Fair Oaks Blvd.

Fair Oaks, CA

(916) 961-7323

## APICS Sacramento Board Members

PRESIDENT	Beverly Paul, CPIM	916/984-9554	
EXECUTIVE VP	Karen Hess, CPIM,CIRM	916/785-8292	<a href="mailto:karen_hess@hp.com">karen_hess@hp.com</a>
VP EDUCATION	Ree McLaughlan	916/574-2265	<a href="mailto:rmclaugh@dgs.ca.gov">rmclaugh@dgs.ca.gov</a>
TREASURER	Randy Beck	916/783-5267	<a href="mailto:beck@garlic.com">beck@garlic.com</a>
SECRETARY	Melanie Hoots, CPIM	916/785-0875	<a href="mailto:melanie_hoots@hp.com">melanie_hoots@hp.com</a>
DIR at LARGE	Glen Lewis	209/466-9011x442	<a href="mailto:dmwrpro1@ix.netcom.com">dmwrpro1@ix.netcom.com</a>
PROGRAMS	Brenda Marsh, CFM	916/447-8205	<a href="mailto:BRCBEN@aol.com">BRCBEN@aol.com</a>
MEMBERSHIP DIR	Ed Mercado, CPIM	209/727-5504 x13	<a href="mailto:emercado@wr1000.mbg.com">emercado@wr1000.mbg.com</a>
COMPANY COORD	Tony Rushing	530/533-2738	
PUBLICITY	Adam Thomas, CPIM,CIRM	916/645-4980	<a href="mailto:adamt@artesynsolutions.com">adamt@artesynsolutions.com</a>
JOB OPPORTUNITIES	Lee Miller	916/315-5021	<a href="mailto:javalee@ns.net">javalee@ns.net</a>
STUDENT LIAISON	Bill Lodholz	530/666-2493	<a href="mailto:lodholz@dcn.davis.ca.us">lodholz@dcn.davis.ca.us</a>
CSU CHICO FACULTY LIASON	Raymond Boykin, Ph.D.	530/898-5895	
STUDENT CHAPTER PRES.	Michele Langhorst	530/342-7021	
CSUS RCE	Jackie Branch	916/278-4433 x115	

APICS SOCIETY: 800/444-APIC  
SOCIETY WEB SITE: [www.apics.org](http://www.apics.org)

CHAPTER VOICE MAIL: 916/650-8660  
CHAPTER WEB SITE: [www.apicsacramento.com](http://www.apicsacramento.com)

## APICS Sacramento

PO BOX 13249  
SACRAMENTO CA 95813