



*The Educational Society for
Resource Management*



PDM Dinner Meeting

— eCommerce Solution for Operating Supplies —

Tuesday October 19, 2004

SPEAKER: Mr. John A. Duncan

Business Development Manager, Office Depot Business Services Division

Does your company spend a big slice of your purchasing staff's time buying operating supplies which actually account for a very small percentage of your overall company expenses? If you do, you're in the same boat as many companies, big and small.

There are currently many available solutions to simplify purchasing of operating supplies and services and steer your purchasing activities to other areas where they can provide more value. The business services division of many office products company can provide such capabilities. This presentation shows one such example that can simplify your operating supplies purchasing and replenishment.

The Office Depot Business Services Division:

- is a leading largest office products dealer in the world
- is a leader in eCommerce solutions for our industry and 3rd worldwide in eCommerce
- has a wide chain of Customer Service Centers that allows them to sell more office products to more companies than anyone else worldwide
- has a broad product assortment including a computer technology leader with their Tech Depot site and online printing groups that make us the stop shop for all your office needs
- claims lowest price, lowest cost in processes and highest service ratio help provide the greatest overall values to our customers
- offers flexibility, integrity and fairness help us partner for growth with our customers.

There will be a demonstration of simplified transactions processing.

RSVP by Friday, October 15, 2004

Agenda

- 5:30 Registration
- 6:00 Dinner & Networking
- 7:00 Membership Meeting
- 7:10 Presentation:

Location

Hungry Hunter Steakhouse, 450 Bercut Dr, Sacramento. . Please call (916) 650-8660, or email Ed Mercado at edmercado@msn.com and provide the attendee's name, company, telephone number, fax or email address. \$23.00 all attendees (includes dinner), \$5.00 for speaker only.

Volume 19 Issue 12

Inside this Issue

Board Message	2
Calendar	2
PDM BIO	3
On-Line Courses (Weber State, CIRM and CPIM)	4
Company Coordinators	15
APICS Career Center	15
Notable Quotes	15
Certification Maintenance	2
APICSacramento Job Opportunities Notes	2
APICS - Society Headquarters Update	2
2004-05 Board Members	8
National Confer- rence Update	8
CSUS, RCC Information	10

Message from the Board

APICS Sacramento Calendar



Your Company and Your APICS Chapter

Do you want to do something nice for yourself and your company this fall? How about volunteering as a company coordinator. Volunteering as a company coordinator provides rewards for you, your company, and the chapter. You will benefit through additional networking opportunities, meeting successful people from many different organizations throughout the Sacramento region. Your company will benefit from your ability to learn of new solutions to various problems facing today's organizations and from continued support for resource management in an ever-changing environment. APICS benefits because the more your co-workers know of upcoming events and educational opportunities, the better we are able to serve members (YOU) in the future.

Volunteering as a company coordinator will not demand a lot of your valuable time either. Company coordinators act as a liaison for information from our local chapter to members of your company, providing information on local and international seminars, professional development meetings, and any new information that our local members might find useful.

We will have at least two meetings per year to discuss local needs. Communication will generally be through emails and phone calls. We will also have packets of material available to hand out to interested co-workers too. Attendance at our meetings is not mandatory but it is a good way to do a little networking. Our website has a list of all company coordinators (just signed up 3 more last week that may not be listed yet!). If your company is not on the list, consider joining us today and start reaping future benefits for you and your company.

Brenda Marsh

Company Coordinator Chair

October, 2004

- 10-13 APICS International Conference at San Diego, CA.
- 19 Professional Development Meeting.
- TBA Board of Directors meeting 6:00 PM

November, 2004

- 16 Professional Development Meeting.
- TBA Board of Directors meeting 6:00 PM

Bio: John A. Duncan, Business Development Manager

John Duncan was born and raised in Fresno, CA during the 50's, 60's and 70's. I graduated from Fresno City College and Brigham Young University with an AA in Liberal Arts and a BS in History respectively. John has worked in the office supply industry for over 20 years, first serving as warehouseman while finishing college. He briefly worked for Pay-less Shoesource as a Store Manager while his wife finished law school.

He then went to work in sales October of 1986 for H. S. Crocker. Eastman acquired H. S. Crocker in 1987 and then Office Depot acquired Eastman in 1994. Although the titles have changed over the years and technology has changed our product mix basically John have sold supplies for 18 plus years. Ha was recently given the new title of Business Development Manager.

What's YOUR Weakest Link? Building a Strong Job-Search Chain

By Deborah Walker, CCMC

A chain is only as effective as its weakest link—and you don't know which link is weak until the chain is tested. If your job search is falling short, one of your job-search skills may be the weak link. By analyzing your chain of job search skills, you can build a stronger chain, one that can stand up to any test.

There are three critical links in your job search chain. Consider each of them carefully to determine your weakest link, then work to strengthen that link.

Link #1: Resume and Cover Letter

If your resume and cover letter aren't attracting attention and generating interviews, this may be your weakest link. A quality resume should:

- Sell your best transferable skills
- Support those skills with bottom-line impacts and achievements
- Be easy to understand at a glance, without dense reading
- Have an easy-to-read format with a clear outline
- Not typecast you into an industry or job you are trying to leave
- Focus on only one career objective

An effective cover letter should:

- Support—but not repeat—the resume
- Not sound like a form letter
- Not start every sentence with "I," "Me," or "My"
- Focus on the hiring motives of the reader

If your weakest link is your resume and cover letter, you may want to consider investing in a professional resume writer. Many of them have experience in Human Resources and recruiting, so they know what hiring managers are looking for and the best way to present that information.

(Continued on Page 6)

For Sale!



APICS
Sacramento
Denim Shirts
\$25.00

Contact Melanie Hoots at melanie_hoots@hp.com to purchase.

Computer Based CPIM Exams

Computer based CPIM exams are offered by Promissor.

All of the info you will need to register for an APICS exam can be found at <http://www.promissor.com/>

- Select "Professional Certification Exams" under the "Find Test Information" section.
- Select the "APICS..." option.

Read the "Description of New Registration Process (pdf)".

It has all the info you should need including how to get dates, locations, cost, and registration process.

Weber State University On-line APICS Certification Courses

SU Online is the virtual campus for Weber State University, delivering online courses via the World Wide Web. Five courses are offered in partnership with APICS:

- * Basics of Supply Chain Management
- * Master Planning of Resources
- * Detail Scheduling and Planning
- * Execution and Control of Operations
- * Strategic Management of Resources

Exam review courses can be taken collectively for CPIM certification or taken separately to suit the needs of the company or individual. For more information, go to <http://www.wsuonline.weber.edu>. Remember to tell them you're a member of Sacramento APICS! ☀

CIRM Courses Available On-Line

CIRM is a comprehensive educational program designed to help you understand the power of collaboration among organizational resources such as product development, marketing/sales, human resources, finance, and operations. The CIRM program enables you to effectively interact with cross-functional departments for more strategic decision making, enhanced collaboration, and improved productivity

On-line CIRM Courses are available at www.epiweb.net. Be sure to reference Sacramento APICS when registering.

CPIM Courses Available On-Line

CPIM applies to many supply chain tasks and provides the necessary knowledge to thrive in today's global competitive environment-both in terms of reducing costs and increasing customer loyalty.

Since 1973, the CPIM program has educated more than 75,000 manufacturing professionals on essential terminology, concepts, and strategies related to demand management, procurement and supplier planning, material requirements planning, capacity requirements planning, sales and operations planning, master scheduling, performance measurements, supplier relationships, quality control, and continuous improvement.

To register for your next CPIM exam, visit www.asisvcs.com/publications/html/faq_apics.asp or call Promissor Customer Care at 1-800-274-8399 or 610-617-5093.

APICS Sacramento Company Coordinators

Our Company Coordinators serve as the principal communication links between the Sacramento Chapter of APICS and their companies and fellow employees. If you work for one of the companies listed below and need APICS Chapter information of any kind, please feel free to contact them.

If you do not see your company listed below, it is because *you* haven't volunteered. To become a coordinator, call Melanie Hoots at (916) 785-1186 or JT Smith at (916) 359-2289.☀

Aerojet: Steve Reingold—(916) 355-2552
steven.reingold@aerojet.com

Agilent Technologies: Chris Olmstead—(916) 788-6246
chris_olmstead@agilent.com

Ames Company: Alan Holst—(530) 666-2493
holstam@wattsind.com

Apple Computer: Sandy Madruga
smadruga@apple.com

**Applied Aerospace Structures Corp.
Tom Samborski—(209) 983-3202**
tsamborski@aascworld.com

**Baxter Planning Systems: Norman Flores—
(916) 788-6254**
nflores@yahoo.com

CSU—Sacramento: Herb Blake—(916) 278-6722 and Linda McElroy (916) 278-4297
blakeh@csus.edu
lrmcelroy@csus.edu

Genentech: Vacant
Candrade@gene.com

Hewlett Packard: Tom Leard—(916) 748-8308
Tom_leard@hp.com

**Institute of World Class Management
Gerhard Plenert—(916) 536-9751**
Plenert@aol.com

**Motion Control Engineering: James Gines—
(916) 463-9354**
jamesg@mceinc.com

NEC: Gail Reinke
GReinke@el.nec.com

**Output Technology Solutions: John Sapp—
(916) 939-5964**
john_sapp@billing.com

Pasco Scientific: Michael Reeve
reeve@pasco.com

**Siemens Transportation Systems
Ron Hazard—(916) 681-3278**
Ron.Hazard@sts.siemens.com

Solectron : John Walsh—(916) 434-4869
johnwalsh@sac.slr.com

Varian: Chris Mathiot—(916) 632-3456 x373
chris.mathiot@varianinc.com

**Industrial Engineers: Hubbert Booze—
916-956-2746**
hbooze@attbi.com☀

Notable Quotes

The problem when solved will be simple.

— Sign on the wall of General Motors research laboratory, Dayton

I have received memos so swollen with managerial babble that they struck me as the literary equivalent of assault with a deadly weapon.

— Peter Baida, Management Babble” *American Heritage* Apr 85

Check Out the APICS Career Center Online

Whether you are in the market for a job or just want to keep your options open, you'll want to search the APICS Career Center for available jobs, or to post your resume...the perfect fit could be waiting for you!

http://www.apics.org/CareerCenter/careercenter_gateway.htm

And don't forget that APICS is a great place to network with the employees of the region's leading employers. Not only can you mix, mingle, and network but you also receive valuable professional development information. A job opportunity can be discovered anywhere, don't miss the chance to find one through your own local network

*Carol Thompson
VP Job Opportunities*

Success in an Improving Economy (continued)

(Continued from Page 3)

Link #2: Resume Exposure

Even the best resume will fail to generate interviews if it doesn't reach a wide enough target audience. To a certain degree, generating interviews is a numbers game. If the resume is effective to begin with, then the more resumes you send out, the more interviews you will win.

How much exposure is enough for your resume? The answer is subjective, but you'll definitely increase your exposure by using the following methods and online tools:

- Post your resume on numerous job boards (i.e., more than two or three)
- Distribute your resumes using a reputable online resume distribution service
- Proactively mass-target your resume to prospective employers
- Proactively send your resume to a wide audience of recruiters
- Identify numerous job boards that target your specific industry or occupation (again, more than two or three)
- Use job board profile options to have job postings emailed to you on a regular basis
- Utilize your existing network or build a stronger network of industry and occupational contacts to uncover job leads

If resume exposure is your weakest link, then you might benefit from the expertise of a career coach to help guide you in better job search strategies. A career coach can assist you in building a campaign to gain maximum exposure for your resume.

Link #3: Interview Skills

If your resume is fine and you are getting plenty of first interviews—but no second ones—then your interview skills may be your weakest link.

To analyze the strength of your interview skills, ask yourself the following:

- Have I adequately researched this company prior to the interview?
- Am I prepared to answer tough questions?
- Do I know what questions they might ask, or do I find myself stumped by questions I didn't expect?
- Do I know what kinds of questions to ask in order to gain insight into important hiring motives?
- Do I know how to uncover any concerns that might prevent a job offer?
- Am I a good interview "closer"?

If interview skills are your weakest link, you'll receive more job offers by investing in interview coaching with a career expert.

By strengthening each link of your job-search chain, you'll avoid months of frustrating, ineffective effort. With each link strong enough to support your career objective you'll win your dream job with confidence.

~~~~~  
Deborah Walker, CCMC

Resume Writer ~ Career Coach

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

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

APICSacramento Job Opportunities Notes



Are you seeking another job or career change? Don't forget to check out the APICS-Sacramento Job Opportunities located at <http://www.apicsacramento.com>. You can also find national job opportunities by checking out the national APICS web site located at <http://www.apics.org>.

There are also many companies, consultants, and career counselors who can assist with items such as: resume writing, cover letters, interviewing skills, negotiating skills, as well as personal goals and objectives. Check out the yellow pages under Career or Vocational for this type of assistance.

Carol Thompson, VP Job Opportunities

Certification Maintenance Notice

If you earned your CPIM before 1999, you must submit a maintenance application by the month of your original certification. Find out more at <http://www.apics.org/Certification/Maintenance/maintenance.asp> If you would like a handy spreadsheet to calculate your point, send an email to tanis.perez@hp.com and put "certification maintenance" in the subject. Don't delay! Once the deadline passes for you, you must earn additional points to regain your certification status.

APICS Webinars

Get Tangled in Our Web of Education

APICS is pleased to announce the latest development in training and education—APICS Webinars. Each APICS Webinar lasts approximately 60 minutes and features educational discussions, case studies, and a Q&A period. All you need is an Internet connection and telephone to participate. Invite your colleagues to join you. As an added benefit, you will receive a CD-ROM of the presentation after the event.

Upcoming APICS Webinars

View a list of upcoming APICS Webinars topics and dates. Go to <http://apics.webex.com> for quick and easy access to the latest information on future topics, dates, and presenters.

Registration Information

To register for an APICS Webinar, visit and select Enroll.

Archived Events

Were you unable to participate in an APICS Webinar? Each APICS Webinar is archived and available for \$99 per viewing. Visit <http://apics.webex.com> and select Recorded Events on the left navigation bar to view an archived APICS Webinar. The archived APICS Webinar begins at time of purchase.

CPIM and CFPIM designees: Earn one professional development point toward Certification Maintenance by participating in an APICS Webinar.

The Educational Society for
Resource Management
PO Box 13249
Sacramento CA 95813

APICS Sacramento Board Members

President	Melanie Hoots, CPIM	916/785-1186	melanie_hoots@hp.com
VP Education	Herb Blake		blakeh@csus.edu
Asst. VP Education	Open		
VP Membership	JT Smith	916/202-9246	jt@maximumlogistics.com
VP Marketing	Bill Lodholz	530/666-2493	lodholz@wattsind.com
Director of Job Opportunities	Carol Thompson, CPIM	916/748-8075	carol_a_thompson@hp.com
Treasurer/Secretary	Beverly Paul, CPIM	916/984-9554	bpaul@apicsacramento.com
Director of Technology	Randy Beck	916/788-2412	rbeck@prideindustries.com
VP Programs	Ed Mercado, CPIM	209/727-5504 x13	edmercado@msn.com
Newsletter Editor	Alan Holst	530/666-2493	holstam.wattsind.com
Company Coordinator Manager	Brenda Marsh	916/447-8205	brcben@juno.com
Director at Large	Glen Lewis	209/342-1509	glen.lewis@delmonte.com
Director at Large	Bill Fuller		W_J_Fuller@hotmail.com
Passport Manager	Laurie Kakutani		
CSU Chico Faculty	Tom Wilder		twilder@csuchico.edu
CSUS Continuing Education	Linda McElroy	916/278-4279	lmcelroy@csus.edu
APICS Society		800/444-APIC	Web site: www.apics.org
Chapter Voice Mail:	916/650-8660	Chapter Website:	www.apicsacramento.com
Chapter mailing address:	APICS Sacramento Chapter PO Box 13249 Sacramento, CA 95813		

International Conference

Going to the International Conference this fall? Live in California?? If yes, then you are eligible to get an additional \$50 off! It's cheaper than the early bird special!

Just go to the below url to learn more:

<http://www.apics.org/conference/california/CARegistration.pdf>

Please note, you can't register online for it though. You must fax in.



Materials Management Certification Program
Supply Chain Management Certification Program

Prepare for the APICS CPIM exam while earning an academic certification from CSUS. Please contact Jennifer Williams at jennifer.williams@csus.edu or (916) 278-4268 or visit www.cce.csus.edu and look for Business Operations under Courses & Programs. Each of the six Materials Management courses and the seven Supply Chain Management courses are offered once each year. Please call (916) 278-4433 to register.

All courses are held at CSUS Campus, Sacramento on Tuesdays and Thursdays. Dates and times are subject to change. Please visit www.cce.csus.edu for up-to-the-moment course schedules. Call Tanis Perez for more information at 916/748-8194.

Courses	Dates	CEU	Course Fees
Core Courses (Required for both Materials Management and Supply Chain Management)			
Basics of Supply Chain Management	Sept. 20 – Oct. 20, 2004 Mon. & Wed., 5:30 - 8:30 p.m. Course code: 04FMM6011 Melanie Hoots	3.0	\$529
Master Planning of Resources	Nov. 1 – Dec. 1, 2004; No class 11/22 & 11/ 24 Mon. & Wed., 5:30 - 8:30 p.m. Course code: 04FMM6021 Terrell Thruston	2.4	\$449
Detailed Scheduling and Planning	Feb. 14 – Mar. 16, 2005; No class Feb. 21 Mon. & Wed., 5:30 - 8:30 p.m. Course code: 05SMM6031 Terrell Thruston	2.7	\$489
Execution and Control of Operations	Apr. 18 – May 16, 2005 Mon. & Wed., 5:30 - 8:30 p.m. Course code: 05SMM6041 Donald Clark	2.7	\$489
Strategic Management of Resources	May 23 – June 22, 2005; No class May 30 Mon. & Wed., 5:30 - 8:30 p.m. Course code: 05RMM6051 Donald Clark	2.7	\$489
Core Courses (Required for only Supply Chain Management)			
Fundamentals of Purchasing and Supply Chain Management	Jan. 5 – Feb. 2, 2005; No class Jan. 17 Mon. & Wed., 5:30 - 8:45 p.m. Course code: 05SPM0011 David Tevlin	2.4	\$459
Logistics	Mar. 28 – Apr. 11 Mon. & Wed., 5:30 - 8:45 p.m. Course code: 05SPM0051 Craig Duehring	1.6	\$349
Electives (Choose one for Materials Management)			
Facilities Management: An Overview	Jan. 11 – 27 Tues. & Thurs., 5:30 - 8:50 p.m. Course code: 05SFM6061 Howard Harris	2.0	\$359
Basics of Project Management	Feb. 2 – 16, 2005 Mon. & Wed., 5:30 - 8:30 p.m. Course code: 05SPMT0012 Sumi Smith	1.5	\$329