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## NEXT MEETING

**Thursday, March 16, 2006**

**11:30 a.m. - 1:00 p.m.**

**Babes Restraurent**

**Schroeder Road - Madison**

Please join us for a professional development presentation on Master Scheduling: Where Does it Fit in the Supply Chain?

We will discuss the Master Production activity and how it relates to Manufacturing Planning and Control System functions and other company activities, the sequence of tasks that are performed by the Master Production Scheduler, and the traits that are beneficial when looking for a Master Scheduler. We will also look at the evolution of manufacturing and how master scheduling has changed and will continue to change in the coming years.

The presenter, Kathy Smathers, CPIM, has over 20 years experience in manufacturing operations. She is currently employed as Production and Inventory Control Manager at Fiskars Brands, Inc., Gardening Division in Sauk City, WI.

Kathy has been a member of APICS for the past 20 years. She has served on the Madison APICS board in various positions for the last 8 years. She is also serving as Assistant Vice President on the APICS Region 14 staff.

Please join us for networking, lunch, and a great presentation!

*Produced by*



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Lunch will be served. The cost for both the lunch and speaker is \$25 for members, \$30 for non-members, and \$13 for students. Walk-ins are \$35.

Please **RSVP by noon on 3/13/06** at [www.madisonapics.org](http://www.madisonapics.org). Contact Don Peters at 608.441.5916 with any questions.

## APICS Board of Directors

Harley Ringhand, CPIM  
*President*  
Morris Material Handling  
608-846-8630  
hringhand@morriscranes.com

Barbara Martin  
*Past President/Programs*  
Fiskars, Inc.  
608-294-4540  
bmartin@fiskars.com

Jim Spellman, CEO, CIO  
*Webmaster*  
Matrix Development  
608-437-4494  
js@matrixdevelopment.com

Jim Pach, CPA  
*Treasurer*  
Grant Thornton, LLP  
608-286-7061  
jim.pach@gt.com

Michael Schaller, CPA  
*Publications*  
Virchow, Krause  
& Company, LLP  
608-240-2658  
mschaller@virchowkrause.com

Carol Aspinwall  
*Student Liaison*  
UW-Madison  
caspinwall@bus.wisc.edu

Don Peters  
*Membership/Programs*  
Wolff Appliance Company  
608-441-5916  
dpeters@wolfappliance.com

Kathleen Rehberg  
*Company Coordinator*  
Capitol Warehousing &  
Logistics  
608-846-9310 ext. 243  
krehberg@capitolwhse.com

Scott Bucklin, CPIM  
*Director at Large*  
GM-Janesville  
ssbucklin@aol.com

Diane Stromme  
*Secretary*  
Morris Material Handling  
608-846-8630 ext. 28  
dstromme@morriscranes.com

Dorothy Gellet-Yant  
*Company Coordinator*  
*Committee*  
giyant@hotmail.com

Andrew Pulvermacher  
*Marketing*  
Cuna Mutual  
andy.pulvermacher@  
cunamutual.com

## A Message From Our Board:

### Step Up and Jump In!

Madison APICS has had a tremendous year! The attendance at classes and PDM's has been fantastic. Our student chapter grew and professional membership is strong at over 200.

We would like to encourage you to help be a part of Madison APICS's continued growth. Some of the things we want to explore are class offerings including the new SCM certification, recruitment of more instructors, recognition for CPIM, CIRM certification, avenues for certification maintenance, a strong student chapter, and meaningful (fun!) PDM's.

Please seriously consider this as a chance to get involved. In May, we will recognize the strides the board made this year, the assistance from our members and the region, and bring new leaders (like YOU!) into the fold for the coming year.

You can help with membership recruitment, updates, welcoming, PDM organization, student chapter assistance, web site maintenance, APICS publicity, and many other areas. You can commit to a project in an area that interests you (many hands make light work!) or become a member of the Board as a committee chair.

Is there someone in your organization you would like to nominate to be on the board? Would you like to team up with colleagues from your company for an area (membership, classes, PDM's, etc.)?

Please contact any of the current members of the board to let us know your interests.

Looking forward to hearing from you!

*The Madison APICS Board*

# **Region XIV Student Case Competition**

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## **“The Case for Competition”**

We all know the feeling of sweating it out when the pressure is on. Be it a deadline for a project, a quote for a customer, a presentation to leadership, or a schedule to a supplier. Usually it's not a lot of fun. So why would students from 20 universities volunteer to go to Downer's Grove, IL and gather for a weekend to put their brains and ability to handle stress and pressure to the test?

*Answer: It is an absolute blast!*

On Feb 10th and 11th, a great group of people did just that. The annual Region 14 Student Case Competition was a roaring success once again. It attracted the likes of our current Association President, Nick Testa, Former Association President, Bob Collins, and one of our former Grand Rapids Chapter Presidents, Eric Tulenson, was on hand to talk about the Scholars Program. Almost 160 attendees, of which 100 were students and the rest were professionals, all camped out at the Doubletree Inn.

## **So what is the Case Competition anyway?**

It is 20 hours of grueling fun. You'd probably have to witness it to understand how it can be grueling and fun at the same time. Starting on Friday night, teams of students from different universities are given a real life situation they are expected to analyze, create a solution, and present to a panel of judges. Most of the students stay up all night with a healthy mix of team-work and fun. It's a great learning experience for the students and a blast for the attendees to watch the creativity of the competition unfold. The top school received just over \$800, the 2nd place team \$700, and the balance of the schools took home \$600 each. So quite literally, everyone was a winner!

## **So, who won the Case Competition?**

The competition was better than ever. But in the end, Western Michigan University prevailed edging out last year's winners from Northern Illinois University.

# The 5 C's of a Great Resume

The following is a speech give by Carol Aspinwall as part of her Toastmaster's certification. Toastmaster's is a great organization if you have a desire to improve your public speaking abilities in a friendly, nurturing non-judgmental environment. For more information go to <http://www.toastmasters.org/>.

In the job search, you have very little time to convince an employer that you are worth the time to interview. Often the first step in the job search is the review of the resume. So how do you make yourself the object of their desire in one 8.5" x 11 sheet of paper? It is a somewhat difficult task, but today I would like to break it down for you. My job for the past 20 years has been helping people put together winning resumes. From technical people to teachers from anthropology and zoologist majors, I have helped all kinds of people.

I want you to remember the letter "C" as I go through this process.

First of all, I want to have you put your **CONTACT INFORMATION** at the top of your resume. You should include your name, address, phone number, e-mail, and cell phone number if appropriate.

The second thing would be to put a **CAREER OBJECTIVE** or **CAREER SUMMARY**. For the career objective state what it is you are looking for (i.e. full or part-time, internship), what type of industry and what job function. For example: Seeking a full-time customer service position in the retail sporting goods area or Summer internship developing my business finance skills in a banking position.

For the Career Summary, consider no more than 5 bullet points about your background. For example:

- 15 years experience in health care management
- Computer skills in excel and word
- Training programs development and presentation

At this point you might be including **COLLEGE EDUCATION** and/or **CERTIFICATIONS**. List the college you attended, location, degree, and major. It is appropriate to list significant projects or relevant coursework here. Student organization involvement should go under **COMPLIMENTARY INFORMATION** (more in a moment) however. **CERTIFICATIONS** can be listed in place of college or in addition if it is relevant to your chosen career objective.

Some people put **COLLEGE** near the end of the resume because their **CHRONOLOGICAL** or **CONCENTRATED SKILS AREAS** are more important and they graduated several years ago.

# The 5 C's of a Great Resume continued...

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The next portion is either a **CHRONICLE LISTING** or **CONCENTRATED SKILLS AREAS**. If you choose a chronological listing, list your most recent job first by employer name, job title dates and job accomplishments. Remember to list your job accomplishments as the results of your work not simply the job description. For example,

- Improved profits by 25% by implementing cashier money handling training
- Reduced staff complaints by developing process improvement committee
- Reduced inventory by performing spot checks on a weekly basis

If you follow a **CONCENTRATED SKILL** format, you would list different categories and describe job duties under each category. For example: Training Experience, Supervisory Experience, and Administrative Skills.

The final part of a resume is the **COMPLIMENTARY INFORMATION**. This might include additional activities involving professional associations, volunteer work or community service.

## So, can you help me recall the C's for your resumes?

We begin with **C**ontact Information, the **C**areer Objective or Career summary, **C**ollege or Certification, **C**hronological Listing of jobs or Concentrated Skills areas and conclude with **C**omplimentary Information.

I hope this will help you put together a fabulous resume that will be chosen immediately for that dream job. But wait, after the resume comes the interview.

Maybe next time I'll share how to be a **S T A R** in the interview.

Thank you very much.

For more information about this or Toastmasters, you can reach Carol at [caspinwall@bus.wisc.edu](mailto:caspinwall@bus.wisc.edu)

## 2006 Calendar

### March

- 16 APICS Lunch Meeting  
11:30 p.m. - Babes Restaurant  
Speaker: Kathy Smathers  
Topic: Master Scheduling

### April

- 18 Invitation IMA - Tour ETC  
Time: TBD  
Speaker: Dave Skorra  
Topic: TBD
- 20 GM Tour, Janesville  
5:00 p.m.  
Speaker: Scott Bucklin  
Topic: TBD

### May

- 18 APICS Dinner Meeting  
5:30 p.m. - Babes Restaurant  
Speaker: Dave Murn  
Topic: TBD

## Education Offerings

### March

Strategic Management of Resources  
Instructor: Kathy Smathers, CPIM  
Location: TBD

Master Planning of Resources  
Instructor: TBD  
Location: TBD

### April

Execution and Control Operations  
Instructor: TBD  
Location: TBD

### May

Basics of Supply Chain Management  
Instructor: TBD  
Location: TBD

### APICS THE ASSOCIATION FOR OPERATIONS MANAGEMENT

APICS The Association for Operations Management is the global leader and premier source of the body of knowledge in operations management, including production, inventory, supply chain, materials management, purchasing, and logistics. Since 1957, individuals and companies have relied on APICS for its superior training, internationally recognized certifications, comprehensive resources, and worldwide network of accomplished industry professionals. To learn more about the APICS community, visit [www.apics.org](http://www.apics.org).