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December Meeting Announcement

Topic: The Job Search: Plan, Prepare and Execute plus Holiday Meeting

Speaker: John Phelan, Account Manager, Aerotek CE

Date: Tuesday, December 15th, 2009

Time: 5:30pm -Networking/Refreshments, 6:15pm – Dinner, 7:15pm Announcements, 7:30pm Presentation

Place: Panama Hatties - 872 Jericho Turnpike, Huntington Station, NY 11746

Dinner Fee: Pre-Register: Members \$30, Non-members \$35, Students \$15
Register at Door: Members & Non-members \$35, Students \$15
(Presentation is at no-cost)

Directions: Panama Hatties is located on Jericho Turnpike (Rt. 25) 1.8 miles east of Rt.110 next to Nissan

Reservations: Required

RSVP by Monday, Dec. 14, 2009 - E-mail your reservation to meetings@li-apics.org or call 631-266-2621. To pay & make your reservation online go to the APICS Professional Development Meeting page at <http://www.apicsnyc-li.org/resources/pdm2010/pdm1009.html> Please indicate: Name, Organization/Company, Day Time Phone, Member Affiliation (APICS, IIE, or SME)

So you finally have that first date – an interview! Your adrenalin is high – you can't wait to go! Do you just mark the time until that day? NO! The key to succeeding at job interviews is to properly plan, prepare and execute!

In today's economic climate, it is more important than ever to differentiate oneself from the competition. The key to making a great impression is to take each step one by one and Plan, Prepare and Execute! From writing your resume and tailoring it to each specific position; scheduling the first interview and preparing properly; following up on the interview and getting that new position. Each step needs to be carefully examined in order to achieve the greatest success potential possible. **The presentation will cover:**

- **Resume Writing** - Know the purpose of your resume, Tailoring each resume to each position through titles and keywords, What does and does not need to be included
- **Interview Preparation** - Practice, Practice, Practice!, Stay calm and show what you know, Interviewing the interviewer
- **Following Up** - Proper timeframes for follow up, The etiquette for "Thank You" notes, Be patient; no time spent is wasted time in the job hunt
- **Q & A**

Long Island Metro NY
Chapter 86
Events Calendar

Tues., Dec. 15, 2009

Topic: The Job Search: Plan, Prepare and Execute (See details on this page)



Wed., Jan., 20, 2010

*Topic: TBA
Time: 6:00 PM Networking*

IIE Board & Regional
Elections

Polls will open Dec. 15. The deadline for submitting votes is midnight Feb. 5, 2010

Professional IIE members will be emailed an electronic password, called an e-signature, Dec. 15, along with instructions for casting an electronic ballot.

Also included will be biographical information for all candidates, along with the lineup of regional vice president nominees.

To make sure that IIE has your correct email address, go to www.iienet.org, select manage your membership.

President's Message



As 2009 is coming to an end many of us are wondering where did the year go. The year began with a new US president with hopes that the new administration would be able to turn around the economic slide. The economic stimulus package perhaps has prevented a bad situation from getting worse. Unemployment is now at a high of 10% nationwide.

At the December 15th joint meeting with APICS we will have the opportunity to forget about the economic situation for a while by networking with other professionals, listening to a very timely presentation, and perhaps go home with a gift or two. I encourage you to make this the one meeting that you should make every attempt to attend.

At last month's meeting Jason Krasowitz of Minitab, Inc. provided a comprehensive look at Minitab and Quality Companion, which are considered by many to be the applications of choice for statistical analysis. Please see Carolyn's detailed review of Jason's presentation below. If you were unable to attend the presentation and would like to have a copy of the fully functional 30-day trial software CD, please see me at the December meeting as Jason has provided some extra copies for me to give out.

Plans are still underway to finalize the presentations and company tours for the January through June 2010 meetings. The Chapter ballot, which was mailed to active members and was due by December 11, included a programs survey on the reverse side. We will take a look at your feedback which will help us determine the topics for our future presentations.

Last month I mentioned that I recently had joined the online networking site LinkedIn, which focus is on professionals. Every day I have been finding how valuable this online tool can be. There is representation for just about every group / topic that you can imagine. Last week I joined the Excel group, which I found to be a place to go when you have a question on how to do just about anything in Excel. In fact it gave me an idea for a meeting topic – Excel networking night where we can share and demonstrate some Excel spreadsheets solutions. So give it a try and join the network.

Chapter 86 President
Tom Fiorella

Review of the November Meeting

By Carolyn Chen

The November presentation was given by Jason Krasowitz of Minitab, Inc. Minitab is a powerful Statistics package geared for non-statisticians. The speaker covered the company history and its products and services, demonstrated the software capabilities and discussed the Minitab licensing options.

The history of Minitab started at Penn State in 1972. The statistics professors felt they were not able to spend enough time teaching concepts since they spent so much time teaching how to do calculations. Minitab Inc. was founded in 1983. The original market was academia, but it gained popularity when Six Sigma programs called for statistics.

The headquarters is still in State College, Pennsylvania with over 300 employees. Sales are generated by the direct sales force and International sales representatives. Minitab also has sales offices in England, France and Australia. The product works well for academia, industrial applications, quality statistics and general purpose statistics. It has become the de facto software product to support Six Sigma.

Minitab is the leader in software and services for Quality improvement. Their goal is to provide the best combination of functionality and ease of use. The package contains powerful statistics that are easy to use. They provide state of the art graphics and reporting tools. It is the leading software to implement Six Sigma worldwide for data analysis. The software is available in six languages. They have wholly owned subsidiaries and worldwide partners. Minitab provides technical support, training (in-house, on site, or web based) and mentoring (consulting). Check www.minitab.com (Continued on next page)

Chapter 86 2009 Officers

President:
Tom Fiorella
Air Techniques, Inc.
B (516) 214 5588
H (718) 258 3143
tfior9651@msn.com

Vice President:
Bob Schroter
H (516) 489 4017
423 Elm St, West
rschroter1@optonline.net

Secretary/Treasurer:
Carolyn Chen
Bracco Diagnostics, Inc.
B (516) 333 8230 Ext. 3423
H (718) 565 6820
carolyn.chen@diag.bracco.com

Director:
Robin Cole
Consultant
H (631) 586 1253
prcole62@aol.com

Director:
Richard Stripeikis
H (516) 8728350

Director:
Peter Kontigiannis
Cox and Company
B (212) 366 0200 x534
pkontog@coxandco.com

Director:
Roop Tawney
National Storage &
Conveyor Systems, Inc.
B (631) 941 3900
M (631) 455 6460
ROOPBEER@aol.com

Quality Companion is a quality project execution software. Its capabilities include Value Stream Mapping. It has 100 templates including process maps, fishbone diagrams, project charters, project roadmaps and FMEA. Companies find this tool useful for standardizing the presentations across the organization. Expert guidance is built into the software. The screens are customizable and deployment dashboards can be built. The software allows you to save all project files to one place, in one format. This keeps your job from turning into project management by managing your separate MSWord, Excel, MSProject, Visio files. For more information, see web site minitab.com/products/qualitycompanion/tour/.

Another Minitab product is Quality Trainer. It is a web based, blended learning tool combining audio, video, and interactive media. There are interactive lessons, quizzes, and Minitab exercises. It tracks progress and can provide very cost effective corporate-wide learning. For more information, see web site Minitab.com/training/elearning/tour/

The software demonstration showed Minitab's powerful features and graphic capability. Project Manager helps you navigate the software. There are two major sections of the screen. (1) A session window is for non-graphical output such as descriptive statistics or sample size. (2) The worksheet section is your data sheet. It looks similar to Excel, but functions differently. One column represents one variable.

A Minitab Project is where everything gets stored such as output, charts, data input, or text files. Treat this as the project umbrella. Query Database (Machine database tab – select where your data is (such as an Excel file or database file). This can help you go into an Excel file and pick up certain columns or rows of data.



Jason Krasowitz of Minitab, Inc.

Minitab has a sample data folder. This houses the data sets for the HELP examples. You can practice on real data to see if you can recreate the results in the teaching examples. Minitab accepts three types of data: Numeric (default), Text (denoted with a “t” in the column) and Date / time. It is possible to modify data as needed. For example, to change numeric (1 / 2) to text (Male / Female), use the Data menu. There is a mapping function that mimics find and replace process in the column. You can stratify your data. It is easy to click back and forth between the MALES data & the FEMALES data.

The STAT menu provides the mean, std dev, DOE, ANOVA, control charts, reliability (warranty analysis), time series, EDA , Multivariate, Quality tools (pareto, cause & effect, acceptance sampling, capability analysis)

The GRAPH menu has many options and shows you a graph gallery. This visual tool helps you start with the right template. Minitab is smart; it puts the appropriate columns into the type of chart you want. For example, it will stop you from doing regression analysis on text values. You can make a Scatter plot of height and weight, and stratify that data by sex. The graphs are easy to edit for presentations. Double click on anything to edit it. If you think you have an outlier, hover over the point. Minitab will return the row that the data point is in, and what the value is. There are many Advanced graphics tools.

Icons are coded to tell you if your chart is using the most up to date data (icon with a green cross in white circle). If data is modified, the icon turns to a yellow bar. This indicates that you need to update the graph with the new data. An icon with green cross while in the editing menu means the picture is there to stay and won't update. To see progressions – you must save each chart. If you auto update, your history goes away, and only the latest revisions make up the chart.

You should preview a worksheet before bringing in the Excel. Note that Minitab reads all your column headings. Its “smart” capabilities then think all the column data is text like the header row. Therefore you may need to edit your data set accordingly to watch the header / title problem. Minitab is not a real time data collector, but it is possible to write some macros yourself to achieve this. (Continued on next page)

Chapter 86 Membership Information

Long Island & Metro NY Chapter
Current Active Membership = 131

Welcome New Member to Chapter 86:

Wendy McVey

About IIE Founded in 1948, IIE is the premier society dedicated to serving the professional needs of industrial engineers and all individuals involved with improving quality and productivity. IIE has over 15,000 members and more than 280 chapters worldwide.

Who benefits from membership?

There are hundreds of job titles given to people, who manage, design, install, or maintain integrated systems of people, machinery, and information. No matter what your job title, if you are the person called upon for solutions when there is an issue that requires your attention, you belong in IIE.

To become a member of IIE call 1 800 494 0460 or log onto www.iienet.org & click on Join IIE

Social Networking

Connect with IIE

Expand your network by connecting to IIE on these social media sites:

-  LinkedIn
-  Facebook
-  Twitter
-  IIE blogs

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For a professional presentation, The Minitab Editor menu can place different graphs on the same page and save it as a "picture". Click on StatGuide, which helps you understand what the session window output is telling you. Post analysis, this help tool helps you interpret the output. Graphs and session windows can be combined in the Minitab Report. Among the other many tutorials, is the "Meet Minitab" tutorial, which is told in a story fashion and walks you through a complete analysis.

The Customize Menu features allow you to create menus of things that you do most frequently. You can also create your own tool bars. It is possible to create a profile, then your menu can be shared (or forced upon everybody else to standardize a department).

The Quality Companion software is suitable for creating and managing Lean and Six Sigma projects. It started as a support tool for Six Sigma, but it is moving towards more Lean tools. It has a DMAIC project outline (Define, Measure, Analyze, Improve, Control). A roadmap can be set up to describe and coach you on what to do. The process mapping tool operates similar to Visio. You can import Visio process maps into Minitab.

It is easy to share data in different analytical tools. The New Form menu has templates of different tools. You share data between them instead of having to re-type it in every time. The Analysis Capture feature guides you with questions to assist with data analysis, and recommendations of how to report.

There are three types of Licensing plans for Minitab. A single use license is a perpetual license. There is one license per PC and you own it forever. The cost is about \$1000 and includes free technical support for the life of the version plus 1 year beyond. Upgrades will be discounted (\$500.) Annual licenses are appropriate for Networks (5 users minimum). This is like having 20 Minitab applications on 20 PCs, but it points to one server. There is an annual fee which includes the upgrades. The third type is an Enterprise license, where everybody in the company can use the software.

Minitab version 15 currently operates on Vista and Windows7. Older Minitab versions will probably not work on Win7 but are fine on Windows XP. Everyone in the audience received a demo disk. The version of Quality Companion does not have Value Stream mapping on it, but you are given a downloadable link. Extra copies of the demo disk will be brought to the December Meeting. The demo stays active 30 days from your first sign on. The contacts for Minitab are as follows: Call 1-814-231-2682 for Technical Support. Call 800-448-3555 x256 for Sales. There is a database on the FAQs on the web site.



At the November meeting Jason Krasowitz provided a demonstration of Minitab and Quality Companion.

Local job positions that may be of interest to IIE members are posted on the Chapter's website at

www.iienet.org/long_island
(See the Chapter's Careers Page for details)

Current Job Posting includes:

Industrial Engineer

Job Purpose: Establishes and improves work systems by studying facility layout, work flow, and work methods..

Company: **THOMAS C WILSON, INC**

Location: Long Island City, NY 11101

QUALITY ENGINEER

JOB DESCRIPTION

A dental/medical manufacturing company located in Melville NY is current seeking a quality engineer to support the company's Quality efforts to achieve continuous improvement in control processes, productivity and cost effectiveness.

The position will report to the Quality Control Manager.

PROFESSIONAL EXPERIENCE REQUIREMENTS

- BSME or BSEE preferred or technical degree
- 5-10 years hands on manufacturing experience
- Knowledge of ISO 9001, ISO13495 and FDA standards
- Knowledge of mechanical and electrical components
- Strong MS office skills
- Excellent communication and interpersonal skills
- Ability to work independently under minimum supervision
- Demonstrate project and organizational skills
- Strong knowledge of blueprint reading, statistics and process control

Company: **Air Techniques, Inc.**

To see complete details and apply for this job opportunity go to www.airtechniques.com and click on Careers.

