



Institute of Industrial Engineers Rensselaer Chapter Newsletter

Message From the President

Can you believe that we are halfway through the spring semester? It seems like just yesterday that we were greeting everyone coming back from winter break. I hope that you all have had an enjoyable semester so far and are looking forward to the weeks ahead. I would like to introduce you all to the first Newsletter for the 2007-2008 school year of RPI's chapter of IIE. The other officers and I hope that it provides you with some valuable information that you can take with you throughout the semester.

For those of you who may not know, IIE stands for Institute of Industrial Engineers and is the largest professional organization for Industrial Engineers. It has approximately 15,000 members and 280 chapters (student and professional) worldwide. Its mission is to provide leadership in developing industrial engineering; in representing the industrial engineering profession; and in enhancing the capabilities of those who are involved in or manage the application, education, training, research or development of industrial engineering.

Throughout this and last semester, our officers have worked hard to create exciting events for our chapter. One of our biggest projects is the IIE Regional Conference which RPI will be hosting in 2009. We have just elected a new officer, Amanda Gill, to help lead this project. Five members of IIE will be attending this year's Regional Conference held at the University of Pittsburgh to get some insights for hosting the conference next year as well as learn more about the Industrial Engineering profession. Along with Amanda Gill, we have a new sophomore IIE Officer, Ryan Loggins joining us as the new webmaster. In April, our chapter will be having Officer Elections for next year's officers. Be on the look out for applications later this month. I encourage all who are interested to apply. It is a great way to get involved and gain leadership experience. We will be adding new officers to head committees for the regional conference as well so there is something for everyone. Also, you should plan on attending the DSES Faculty-Student Volleyball game on Thursday May 1st at 3PM behind Commons. Weather permitting, there promises to be a killer volleyball game, so don't miss out on that. We will be hosting several other events this semester, all in hopes to better serve you. If you have any suggestions for our society, please let us know by contacting one of the officers or e-mailing us at iie-l@rpi.edu.

Have a great semester and I hope to see you at officer elections on April 8th!

Michelle Woeste
President

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Announcements

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Coordinator**

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We will be having a **General Body Meeting** on April 8th. Food will be provided. Keep an eye out for details.

Officer Elections will take place at that time. We will be filling all positions except conference coordinator so show up if you are interested. Look for officer election applications in the coming weeks.

IIE Regional Conference in Pittsburgh will be attended by Michelle, Shari, Amanda, Eric, and Ryan. It is the weekend of March 28-30. At the conference they will be giving a presentation about our ideas for the conference we will be hosting at RPI next spring.

Michelle will be giving a webcast/teleconference presentation on "**Chapter Best Practices**" to give tips and advice to other IIE chapters. This is because we were chosen as the best chapter in the Northeast Region. Truly an honor.

The **factory tour** at Ball Metal which was postponed earlier this month has been re-scheduled for April 8th. Look for details to come.

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Upcoming Events

March

- 24 - Registration for fall classes begins
- 28 - Grand Marshall Week begins

April

- 2 - No Classes
- 7 - End of Registration for fall classes
- 8 - IIE General Body Meeting and Officer Elections
- 8 - Factory Tour
- 30 - Last day of Classes!

May

- 1 - Faculty-Student Volleyball Game
- 1-2 - Study Days (no classes)
- 3 - Panic at the Disco at the Houston Field House
- 4 - First day of Finals
- 17 - Commencement!!

Coming Soon...

Professor's Jeopardy

Intramural Softball (email Mark)

SUDOKU

"Fill in the grid so that every row, every column, and every 3x3 box contains the digits 1 through 9."

	6		1		4		5	
		8	3		5	6		
2								1
8			4		7			6
		6				3		
7			9		1			4
5								2
		7	2		6	9		
	4		5		8		7	

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RESUMES 101 – THE PROFESSIONAL

Welcome back to **RESUMES 101**. In November we discussed **RESUMES' DO'S & DON'TS**. Before we go on to the **EDUCATION** and **PROFESSIONAL ASSOCIATIONS & REFERENCES** sections, we want to highlight your **Resume's** makeover up to this point. Does your **Resume** now present you as a **PROFESSIONAL**? Have you marketed yourself as a **Multi-million-Dollar Resource**? If you have not, do not proceed, but go back to step one and start over. Your **EDUCATION** and **PROFESSIONAL ASSOCIATIONS & REFERENCES** sections will not matter if you have not succeeded in presenting yourself as **THE PROFESSIONAL** that will make the bottom line positive.

Your **PROFESSIONAL PROFILE** section works, because it addresses the important areas of experience necessary for the industry and position you are seeking. Your **PROFESSIONAL SKILLS** section works, because it points out that you do have the experiences key to meeting their **Musts, Wants & Wishes**. Your **PROFESSIONAL EXPERIENCE** section works, because it presents your accomplishments through your mastery of leadership, team building and support of company goals and objectives, proving that you know how to make things happen and measure accurately what positive things did actually happen!

Now it is time to present your education credentials. As soon as you have several years experience out of college, your **EDUCATION** section follows your **PROFESSIONAL EXPERIENCE** section. Why so many folks abbreviate their Bachelor's and/or Master's Degree always puzzles me. They go and spend 4 or more years earning the degree(s), but can't take the 5 to 10 seconds it takes to type it out. Trust me, that your degree presentation looks more professional when you spell it out. If you insist on abbreviating it, you can follow the full name with the abbreviation and year i.e. **Bachelor of Science in Industrial Engineering, BSIE-2007**.

Your **EDUCATION** section should begin with your degree first, followed by the name of your college or university and its address. If your Grade Point Average isn't 3.5 or higher out of a 4.0 GPA, leave it out. Listing your **Majors & Minors** can strengthen your candidacy, if they are in the **Musts, Wants & Wishes** areas being sought.

Your **Continuing Education** needs to be included in this section. Most employers figure that your education is obsolete after you have been out of college for 10 years, or less. Therefore, it should be obvious that you have maintained your competencies in key areas that the prospective employer will benefit from. This is a good area to list your Licensures, Certifications and other

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credentials that indicate you are current in your field. Computer proficiencies are also very important today and should be listed with your **Continuing Education** area.

Your **PROFESSIONAL ASSOCIATIONS & REFERENCES** section is a great way to round out your **Resume**. What better way to present your professionalism than to list the professional societies that you belong to. Even better, if you are holding or have held office in your professional organization, this is where you can get some mileage out of your volunteer professional work. Since the mission of all professional societies is to continue to advance its practice, they provide some of the best education and training programs available. This section should not take up more than one-quarter of a page.

You may not have room to list two or three **PROFESSIONAL REFERENCES**? If you do not, be sure to note that “*Professional References will be provided upon request*”. I have always felt that providing **PROFESSIONAL REFERENCES** was a plus, provided that you have the room to do so. The quality of your references needs to be high to be effective. Prior to using someone as your reference, you need to contact him or her in advance and formally request their permission. Once they have agreed to be a reference, you need to keep them advised of your job search to prevent them from being caught cold from a caller following up to get a reference. You must always check with your references to make sure that their employment, title and contact information is correct. I failed to do so one time and it created a credibility problem when my reference was no longer with his last employer of record, costing me an interview invitation. You need to send you're a copy of your updated **Resume** to your references so that they know what their caller has read and is referring to.

Be careful using friends as references, as it can backfire. If you suspect that someone is giving you a bad reference or a shaky reference, you need to confirm it one way or the other. Simply have a trusted friend call your references and see what types of responses they give to questions that could raise concerns. If a manager who terminated you offers to be a reference, decline their offer. I did not and lost a job offer, because of it.

You are almost done with your **Resume**. Use spelling and grammar check. Print it out and have several close associates read it, beside yourself. Once you have made any changes or corrections, recheck it again before sending it out.

Make Your Career Happen!

Educate, Proliferate or Vanish!©

Paul Robert Siebenicher, II, CMfgE, CSI, F.IIE

Director of Career Development - IIE Fellow 1971 * 2007

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Congratulations to all the Graduating Seniors! We sincerely appreciate all the hard work you have put into the DSES Department as well as IIE. RPI will not be the same without you and we wish you the best of luck in whatever comes next for you, be it grad school, a job, or sitting on your parent's couch for a couple years. G'luck!

SUDOKU SOLUTION

9	6	3	1	7	4	2	5	8
1	7	8	3	2	5	6	4	9
2	5	4	6	8	9	7	3	1
8	2	1	4	3	7	5	9	6
4	9	6	8	5	2	3	1	7
7	3	5	9	6	1	8	2	4
5	8	9	7	1	3	4	6	2
3	1	7	2	4	6	9	8	5
6	4	2	5	9	8	1	7	3

Please direct comments and suggestions regarding the IIE newsletter to Steve at coons@rpi.edu