

# PMARI Pipeline

Purchasing  
Management  
Association of  
Rhode Island

2009-2010 Edition

~ Summer 2009 ~

## Resume Writing for Sourcing Careers

By Gary W. Capone

Resume writing for supply chain professionals, particularly in sourcing careers, requires addressing specific challenges and goals that are important to the target employer. By highlighting these topics in your resume, you can stand out from your competition. Sourcing careers manage the identification of suppliers, the purchasing of materials, and the logistics of purchased materials and components. In our modern global economy, sourcing provides the foundation of many companies. More than any other function, sourcing can change the financial condition and competitiveness of a company quickly.

A number of companies have capitalized on their sourcing expertise to build powerful competitive advantages over their competition. Wal-mart and Dell are both known for the efficiency of their supply chain operations. Slight improvements to the sourcing function can dramatically affect the bottom line performance of a company. The significance of sourcing roles to the success of an organization makes finding exceptional talent in the sourcing field a critical component of a company's success. During the hiring process, most companies will have specific goals and expectations for the position. To be successful, a job seeker needs to demonstrate an ability to make an impact on these specific goals. Many job seekers find it difficult to identify the goals of the company and the hiring manager. You may be able to research and determine the priorities, but often this won't be possible. Instead, you need to address the major challenges that are most likely to be priorities based on the industry and company. There are a number of challenges that are likely to be important within the materials field, including:

- Vendor Identification
  - Vendor Qualification
  - Quality Monitoring
  - Legal and Contract Concerns
  - Transportation
  - Customs
  - Scheduling
  - Inventory
  - Supply Interruptions
  - Issues With Political or Economic Instability
- This is a partial list but can give you

a starting point for marketing your background. On your resume, you should mention a variety of challenges and goals. It is important to include more than just a list of keywords. Provide details of your experience and accomplishments for each area of expertise. You may choose to emphasize a selection of skills, but try to mention most of them in your resume. One way to highlight your sourcing skills is to start your resume with executive summary. The executive summary should include two or three of your most significant accomplishments. This will draw attention to your strongest skills and accomplishments, highlighting a few key elements of your experience. You can then work the remaining elements you want to mention into your resume under your work experience section. If you show significant experience in the sourcing arena, and mention the key topics that a hiring manager is seeking, you are likely to get a phone screen. You do not need to guess the top priority of the hiring manager and emphasize this in your executive summary. As long as you mention the topic and show significant sourcing expertise, you should generate sufficient interest to motivate the hiring manager to want to learn more. If you do not focus on a topic critical to the hiring manager, the phone screen will usually explore this topic in detail. The list of competencies above omits one very common topic. In fact, it is by far the most common topic of accomplishment, and a critical element you need to cover in your resume. The omitted element is your experience with reducing costs. Reducing raw material and transportation costs are one of the biggest opportunities most companies have. Cost reductions through better sourcing can offer the best ROI. An investment of time and some travel costs for a sourcing professional can often yield millions of dollars in savings.

There's an important reason why I omitted cost reductions from the list above. The reduction of cost is the result of an activity. It is not the core activity. For example, picture a sourcing professional that includes this accomplishment on his resume: "reduced the purchasing costs of a key raw material by \$3 million." This is a good accomplishment but doesn't say anything about how the individual achieved this result. Another candidate, with a similar background, lists

the same accomplishment, but with additional key details: "Identified two dozen new potential vendors for a key raw material. Assessed and qualified three to be suppliers. Negotiated international contracts with two of these sources, resulting in \$2 million in savings from lower purchase costs and \$1 million in transportation savings." These could be the same accomplishment, but the second presentation is much more specific and makes a much stronger impact. If the hiring manager is focused on identifying new sources, assessing potential sources or reducing transportation costs, this accomplishment should peak their interest.

Show what you did with the results you achieved. When we assessed resumes in our [resume benchmarking survey](#), we found nearly half of the resumes didn't list any accomplishments. Many of the resumes that did list accomplishments, only included cost savings numbers – accomplishments similar to the first example provided above. If you give a detailed presentation of what you did, how you did it and what the results were, your resume will stand out for the vast majority of your competition and your chances of landing an interview will be much higher.

### About the Author

Gary Capone is Vice President of Palladian International, an executive recruiting firm specializing in manufacturing, distribution and defense industries. Palladian also provides career coaching services to job seekers, including resume writing and interview coaching.

## MEETINGS

09.21.09—TBA

10.26.09—TBA

02.22.10—TBA

03.22.10—TBA

04.27.10— TBA

The topics of the meetings are **To Be Advised**, more information in the next newsletter.

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## Professional Development

We are looking to offer a full classroom presentation this year on the new ISM - CPSM Certification Program starting right after Labor Day and finishing up sometime in December before the Christmas Holiday. Please look out for the specific details in the next Newsletter later this Summer.

I hope everyone really gives this some real serious thought as you will be among the first ones in the entire Country to achieve this very high accreditation in our Profession. You will certainly set yourself apart from all the rest by reaching high and being a part of this elite group of professionals. Thank you!

Submitted by: Louis M. Ingutti



## Meeting Survey Results - April 2009

<b>PMARI SPEAKER PROGRAM EVALUATION</b> <b>Panel of Expert's Discusstio on Job Searching in Today's Economy</b> <b>27-Apr-09</b>					
	Excellent	Good	Fair	Poor	Blank
Speaker	11	2			
Location	10	3			
Food	12	1			
Topic	Great	Somewhat	Little	No	
	Interest	Interesting	Interst	Interest	
	12	1			
Program Useful	Yes	No	Possible		Blank
	12	0			1
Suggested Topics	I'm sorry if you missed the presentation. But there will be handouts from the speakers available for you at the September meeting How to's E-commerce, On-line Auctions				
NOTES	After many requests for coverage on the challenges of career planning in the present economy and unemployment fears, PMARI presented a panel discussion program of 3 most impressive speakers armed with comprehensive and beneficial strategies.				

## Golf Tournament Letter

Purchasing  
Management  
Association of  
Rhode Island

July 1, 2009

Subject: 2009 Golf Tournament

Dear Golfers:

The Purchasing Management Association of Rhode Island is holding our annual spring Golf Tournament on October 9<sup>th</sup>, 2009. We would appreciate your participation in the tournament by sponsoring people and by donating items with your company's logo, T-shirts, hats, jackets, pens, etc.

As suppliers, you will be pleased to know that this tournament will afford you an opportunity to meet with persons of the various companies you deal with on a daily basis.

This is how the sponsorship works: You donate \$95.00 for each person to play golf for that day, with dinner included, OR \$20.00 for those only able to attend the dinner. Your company's name will appear on the course brochure. With each additional donation of \$50.00, a sign will be placed on the tee or green. Please make sure to include your company's name and logo on an 8 ½ x 11 inch sheet of paper so we can order the ads for the signs.

**Last year we gave to the hungry in the amount of 16,000 lbs of food and a \$1500.00 scholarship. We are a non profit organization and receipts will be available for your donation.**

Please fill out the sign up form on the **web site [www.pmari.org](http://www.pmari.org)** and send it along with the \$95.00 per person for golf and dinner, or \$20.00 for the dinner only to the following address:

**PMARI  
P.O. BOX 724  
PAWTUCKET, RI 02862-0724**

Please print the names so we can use the correct spelling on score cards and other related materials. Also, include on the checks in the MEMO area PMARI Golf Tournament, October 9th, 2009.

Thank you for your participation in our Spring Golf Tournament!

Sincerely,



Peter Dodge  
Board of Directors

P.O. Box 724, Pawtucket, RI 02862-0724

Purchasing  
Management  
Association of  
Rhode Island



**COME JOIN US FOR A GREAT TIME  
AT THE 9th ANNUAL  
PMARI GOLF TOURNAMENT**

**SWANSEA COUNTRY CLUB**

**OCTOBER 9, 2009 SIGN IN BEGINS @ 8:30 AM  
TEE OFF AT 9:30 AM**

**18 HOLES OF GOLF (INCLUDES CART)**

**THE DINNER WILL BE SERVED IMMEDIATELY AFTER**

**ALL WELCOME, NON-GOLFERS DINNER ONLY \$20.00**

**GOLF & DINNER \$95.00**

**ADVERTISE YOUR COMPANY ON A HOLE OR  
TEE ONLY \$50.00**

**CONTACT PETER DODGE**

**EMAIL :pgdaid@verizon.net**

**CELL # 1-401-447-1831**

**HOME # 1-401-739-7719**

**PLEASE MAKE CHECKS PAYABLE TO PMARI**

**REMIT TO ADDRESS:**

**PMARI**

**P.O. BOX 724**

**PAWTUCKET, RI 02862**

**FOR CREDIT CARD PROCESSING PLEASE CONTACT:**

**ROLAND GRENIER**

**PHONE: 1-401-335-3593**

**EMAIL: pmari@pmari.org**



**Purchasing Management Association of Rhode Island**

**MEMBERSHIP DRIVE CONTEST**

*Affiliated with the Institute for Supply Management*

# ENTER TO WIN ONE **FREE** MEMBERSHIP



Contest starts now & ends during the Annual Meeting!

For every new paid member you refer, you will receive one FREE raffle ticket. Your name will be entered into the drawing for one *free membership* for 2011.

## Drawing to be held during the Annual Meeting



Help to increase our membership!

*Rules:*

- Open to PMARI members only.
- Good for 2011 dues only.
- New members 2010 dues must be paid before raffle ticket is issued.
- If winner's employer pays their membership, a cash prize of \$150.00 will be issued.
- Winners dues must be paid in full before cash prize will be issued.
- Board members not eligible.



Keep our organization growing!



## 2009-2010 Board of Directors

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<b>PAST PRESIDENT</b>	Michael McVey	Copley Controls Corp	800-659-2675 x285	<a href="mailto:Mike@pmari.org">Mike@pmari.org</a>

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## CURRENT JOB OPENINGS

(see **PMARI** website for more information)

Acushnet Golf Thru Management Search, Inc. - [Senior Director, Golf Ball Supply Chain](#)

CareLink - [Director of Purchasing](#)

Corporate Information Technologies Recruiters - [IT Procurement & Contracts Manager](#)

Gabriele & Company Recruiters - [Materials Coordinator](#)

Management Search of Rhode Island, Inc. Recruiters - [Purchasing Manager](#)