North Texas *ACP*

Quote of the Month

"BCM is not a project, it is a culture!" Deutsche Bank IT-director

President's Comments…

As you saw in an email last week, your ACP Board decided to cancel April's meeting and focus on planning activities. In the last 2 months, our planned speakers had conflicts and had to cancel. Several of you have emailed one or more Board members to convey that you ended up with a last minute work conflict and were unable to attend a recent meeting even though the topic very much of interest.

The Board will explore holding meetings during alternate times and changing the frequency of our meetings. We began changing our meeting format in 2012 by featuring 2 speakers and a Career Corner segment to provide more information for our members. In 2011 we also started adding a monthly company spotlight, giving you insight into the structure and challenges for specific companies.

North Texas ACP has been very fortunate to maintain a significant amount of our membership base (90-95%) during the recent economic downturn. We had several members retire or leave the business continuity, emergency management, and disaster recovery area. Thankfully, we have also attracted new members, with a nice increase in first time membership in 2012. We still have over 100 active members, but have had fewer members attend the monthly meetings. The monthly attendance was a key reason the Board decided to prepare a chapter survey and reward survey participation. The Board has been examining the survey results to give us insight into what you would like as a North Texas ACP member.

I would appreciate your thoughts on what you would like to see from North Texas ACP--in 2012 and beyond. What programs would you like? Would you like to see any events, such as a vendor fair or a conference open to other BC/EM/DR practitioners in the DFW area? Why did you join North Texas ACP? What would add more value to being a member of North Texas ACP?

Please email me or any other ACP Board member with your thoughts. Or, please give any of us a call. Your input is important for making North Texas ACP relevant and valuable to you.

-Mike

North Texas Chapter Meetings

INFORMATION ABOUT OUR UPCOMING MEETING

Date: Tuesday May 1, 2012   ****NO MEETING IN APRIL****

Subject: Will be announced in April newsletter

Speaker: As above

Affiliation:

Location: Boy Scouts of America
(Note: There is a cafeteria available for lunch)

Time: 12:00 NOON - 2:00 PM CST

Agenda:
- **Welcome**
  - o **Recognize new members**
  - o **Recognize visitors**
  - o **New certifications, jobs, job searchers**
  - o **Career Corner – Susan Guinn**
- **Upcoming Events**
- **Spotlight: To be announced**
- **Speaker 1:**
- **Speaker 2:**

Special Points of Interest/Inside this issue

- *Last month's Meeting recap*

- *Congratulations*

- *Resume Checklist – Prime Time*

- *Career Corner*

- *Upcoming Meeting Information*

2011 Chapter Officers

PRESIDENT
Michael Carver
214-868-7506
michael.carver@tx.rr.com

TREASURER
Jerry Knight
214.589.2920
jknight@comerica.com

SECRETARY
Mark Weidner
972.868.8064
mark.weidner@energyfutureholdings.com

DIRECTOR OF INFORMATION
Dianne Stephens
214.679.1240
dianne.stephens@vertexgroup.com

DIRECTOR OF PUBLIC RELATIONS
Mia Marzullo
miachelle.marzullo@lexisnexis.com

WEB MASTER
Mark Armour
972.526.6064
mark.armour@bankofamerica.com

DIRECTOR OF MEMBERSHIP
Scott Hildner
817.699.4361
scott.hildner@vertexgroup.com

DIRECTOR OF PROGRAMS
OPEN

DIRECTOR OF COMMUNICATIONS
Susan Guinn
469.220.8604
susan.guinn@citi.com

DIRECTOR OF EDUCATION
Mary Crea
214.616.3613
maryc2@airmail.net

March Meeting Recap

During the March meeting we held two group discussions.

In an effort to prepare you in your career as a BC professional - we talked about Business Continuity Awareness Week. At the beginning of our discussions, it seemed as though not many people were planning on doing anything in the office or at home. After further conversations about resources etc, we found we had drummed up a little more enthusiasm, and more people had decided it would be good to promote personal/family safety/preparedness. This is a good example of how we like to serve our 'Contingency' community – by providing insight and resources on how to grow and succeed as a BC practitioner. Many good websites were referenced for information - in particular bcaw2012.com. Below are a few more:

- TexasPrepares.org
- Knowwhattodo.org
- Redcross.org
- Ready.gov

Next we spoke about resumes, what were good resumes/bad resumes. Michael and Susan took the lead and presented their resumes for the discussion. There was engaging discussion about functional resumes and chronological resumes. Also some guidelines around effective wording, format, and how long to make your resume. For example – there is no need to include anything more than the last 10 years of history. Other topics covered were concerns on age discrimination; Linkedin, use of professional e-mail addresses not some strange sounding e-mail. We were reminded to always be cautious about what you put on Facebook. There were some common sense tips such as not leaving a goofy message on your answering machine, and for safety - don't put your street address on your resume, list the city only.

Overall, feedback received was that it was a good meeting – however we missed a few of our friendly regular faces. So come on out to the next meeting - each of you bring a unique contribution to the meeting and your participation is valuable to other members!!

> There are many paths that lead to the present moment ~ Sarah Ban Breathnach

Company Spotlight

Barry Morgeson – Time Warner Cable

Our spotlight this month was on Time Warner Cable. Barry Morgeson provided us insight about their program. Thank you Barry, for taking time out of your busy day – we appreciate you!

April Speaker Information

Please be advised we have **cancelled our April 2012 ACP meeting at H5-Colo location**. The cancellation was due to speaker availability. We are trying to plan for the best presentations and field trips that you have requested.

Congratulations

Well done to the following members on their recent Certifications:

Cynthia Rice (MBCP)

Ed Oakes (MBCI)

A reminder for DRI Certification Updates

· *References must be ACURATE*

· *Applications are reviewed by Innovation (Computer read)*

Career Corner

This column will be devoted to our members from the perspective of the employee.

We will be focusing on:
- Your job classification, are you:
  - Unemployed/ in Pre-Employment
  - Under employed
  - Miserably employed
  - Gainfully and Happily employed
- Jobs, which companies are hiring and how can I land that opportunity of a lifetime?
- Career Development/ Empowerment
- Using Social Networking- the Dos and the Don'ts
- Risk, how broad can we go to obtain opportunities?
- Internal HR, just what are they looking for?
- Head Hunters, are they working for me?
- Your community, what can we do to assist the community and also be recognized as a leader?

If you have any ideas or suggestions for topics you want included in the Career Corner, please send me a note at: Susan.Guinn@citi.com

Welcome to…

Career Corner:

Last month during our meeting we had a great round table discussion on Resumes… Is Yours Up to the Right Stuff? To follow up on the theme our newsletter this month covers the resume checklist…items to include and to exclude and to make yours stand out.

Input Needed:
- Openings at your company

- Great HR / Staffing people

- Great recruiters

- Your ideas/ what makes **you**r Career Great?

I can be reached by email at Susan.Guinn@Citi.com or by phone 469-220-8604.

Let's chat!

Susan

Again, all of this information will be driven from what you are interested in. Please contact me at Susan.Guinn@citi.com or at 469-220-8604. I want to hear your ideas and thoughts on Career Development.

Checklist:
Is your resume ready for prime time?

By Toni Bowers <http://www.techrepublic.com/search?q=toni+bowers>

Takeaway: Here's a checklist to use on your resume to make sure it's the best it can be before you send it out. Here's a not-nearly-complete-but-close checklist to use on your resume before you send it out.

First impressions

- **Is your name and contact information in a header?** If so, change that. Since most Applicant Tracking Systems (ATS) are not able to parse information from the header, it means your resume will be loaded without your name and contact information.

- **Is your typeface consistent?** You don't want to mix and match your typefaces. Using Times Roman, Arial, and Calibri in different places for emphasis doesn't work; it only distracts. Using different typefaces (bold, italic) is OK as long as you don't overdo it. You don't want your resume to be the one that induces vertigo.

- **Do you make good use of white space?** Nothing is more intimidating than a text-packed document, as you can see in Figure A. I realize that white space is sometimes sacrificed in order to fit in all one's qualifications, but you also don't want a recruiter to dissolve into tears at the first site of that sea of words. White space breaks up the chunks of text into easily digestible pieces. So do bulleted points.
Figure A (click figure to enlarge)
<http://i.techrepublic.com.com/blogs/no-space.png>

- **Is your spacing consistent?** If I walk into a room that has a wall full of pictures, my eye will go right to the picture that is a little crooked or spaced oddly from the others. Speaking on behalf of anal-retentive managers around the world, do yourself a favor and make the spaces between chunks of information consistent and not like Figure B
Figure B (click figure to enlarge)
<http://i.techrepublic.com.com/blogs/inconsistent1.png>

- **Does your resume look original?** For any recruiter or hiring manager facing a sea of resumes, Word's templates start to look really familiar (and stale) after a while. You need to set yourself apart with something different. (But not with clip art or pictures. For the love of God, not with clip art and pictures.)

The goods

- **Do you have a heading on subsequent pages of your resume?** If you have a resume that is longer than one page, you should repeat your heading on subsequent pages. And somewhere in this heading, your name should appear.

- **If you include an objective statement in your resume, does it say what you want out of life or what you can do for the company you're applying to?** It should do the latter. Don't do this: "To obtain a position as a Help Desk professional within a growing company." Do this: To obtain a position as a Help Desk professional on your team that utilizes my technical skills, work ethic, and ability to clearly explain technical details to end users.

- **Does your resume list your accomplishments rather than your duties?** It's nice that you monitored network performance, but it's much more interesting to hear that you tracked network bandwidth for troubleshooting purposes and cut downtime by 25%. Use concrete measures of success.

- **Is your resume rich with keywords for your field and the job to which you are applying?**

- **Is your resume relevant to the job at hand?** (In other words, don't use the same resume across the board for any position you apply to.)

- **Is your resume free of typos and grammatical errors?** (Here are a couple of tricks for catching typos: Take a break after you've written your resume and come back later to take a fresh look. Second, starting with the last paragraph, read your resume word by word in reverse. When you read normally, sometimes the mind accepts words for what they should be rather than what actually appears on the page. Third, get a second party to read your resume, preferably someone with a good command of grammar.).

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Get IT Tips, news, and reviews delivered directly to your inbox by subscribing to TechRepublic's free newsletters
<http://www.techrepublic.com/newsletters> .

Directions to our Upcoming Meeting

Boy Scout of America (BSA) Location: 1325 W. Walnut Hill Lane, Irving, Texas 75015

Click Here for Google Map

Meeting Schedule and Locations for 2012

Date	Location
May 1st	Boy Scouts of America
Jun 5th	H5 Colo
Jul 10th	Boy Scouts of America
Aug 7th	H5 Colo
Sep 11th	Boy Scouts of America
Oct 2nd	H5 Colo
Nov 6th	Boys Scouts of America

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