



SEATTLE NEWS

The Newsletter of the Greater Seattle Chapter of IFMA

IFMA SEATTLE: YOUR RESOURCE FOR EXCELLENCE!

December 2004

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Our Mission

Create an environment that supports the diverse membership of IFMA and encourages each member's growth in the areas of facility management most important to them individually.

Programz Corner

November's Library Tour was a hit!

Well, you snooze and you loose. That's the lesson I learned when I (Eric) missed IFMA Seattle's November tour of the new Seattle Library! From what I heard it was an "awesome" event with over 70 people who turned out for this event that included a tour, a presentation on new wireless technology and a Q&A session. Kudos to my co-chair Marlaine who pulled together a great program. Learn from my "lesson" - - make it to our monthly meetings so you don't miss out!

Upcoming Events include -

December 14th - tour of McCaw Hall

January 25th - tour of REI facility

February 15th - "Negotiating with Difficult People" Workshop

March 3rd - Educational Symposium "Safety and Security; Leadership, Management & Implementation"

As you can see, we have a great line up of programs to start the New Year.

See you in 2005!

The Programz Committee
Eric Postle
Marlaine McCauley

Local IFMA Chapter Monthly Events

Save the Date!

IFMA Annual Education Symposium
Thursday, March 3, 2005
Bellevue Club, Bellevue, WA
A one-day educational event offering a full range of informative sessions on Safety & Security: Leadership, Management & Implementation.

IFMA Education Committee Meeting

January 10, from 8:30-9:30am by conference call.
Open to interested IFMA members.
Please RSVP:
Cynthia@putnamprice.com

Continuing Education Opportunities

IFMA FM Edge SEMINARS

December 16, 2004 12:00 p.m. CST
The Transparency Edge: How Credibility Can Make Or Break You In Business
Speaker: Barbara Pagano, EdS, Executive Pathways

January 13, 2005 12:00 p.m. CST
FM Finance: Budgeting With Excel PivotTables
Speaker: Michael L. Hoots, PE, CFM, CFMJ, Colorado State University-Pueblo

For registration and more information:
www.ifma.org/profdev/fm_edge/

--more continuing education on page three



PRESIDENT'S MESSAGE

David Ling

Greetings Fellow IFMA members

Last year I had the very real privilege of hosting an international FM intern from the Netherlands. I highly recommend it as a way to sell that special project, the one that you never seem to have time for, or is always preempted by more pressing priorities, to upper management. Please see the letter below from Jorg, a

very enthusiastic, and well-spoken young professional looking for an opportunity to expand his knowledge base in the FM world. If you have questions or know of a opportunity for Jorg, please contact him directly. If you have questions about the intern process please feel free to contact me at any time.

Greetings from Germany

Currently in Germany there is an increased awareness of and demand for facility management. This is due in large part to the needs of industry, banks, hospitals and communities who must operate and maintain their facilities within increasing budgetary cutbacks and constraints.

I myself became interested in facility management at a young age. This was because my family owned three apartment buildings (all that we built on our own) and I took responsibility for both managing and maintaining them. My interest in this led me, to eventually, after training as an electrician, and spending 2 years in South Africa building and maintaining small construction projects, to enroll in and complete a 5-year program in architecture at the University of Applied Science in Würzburg (Germany).

Until 2001, facility management programs at German universities were nonexistent. Fortunate for me, I was supervised by a professor whose research interests were in this field. As a result, I specialized in facility management and energy efficient building. My final thesis looked at the designing process and possibilities of re-using the process heat in industrial facilities. This was done at Siemens VDO who employed me to work on this topic for them.

I am now finished my architecture program but am looking for more experience and training in the field of facility management. Since professional facility management was invented in and advanced in the U.S. I have made a decision to seek more training and experience there. In particular, I would like to come to Seattle for at least 18 months to learn more. We in Germany are years and years back in this field and at this point I feel I need more hands on experience and training in the U.S.

I am currently arranging with the GACC (German American Chamber of Commerce, Inc.) of New York to gain entry to the U.S. on a J1- Visa (exchange Visa).

The reason for this article is to both introduce myself in the hopes that you may be or know of someone who could benefit from the skills and abilities of a highly motivated and eager to learn young Germany architect. I am willing to help out in any way I can.

I am just waiting for the chance to come, work and learn!!!

Jörg Reuther

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Germany

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Happy Holidays to Everyone!

David W. Ling, CFM

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IFMA Educational News

Continuing Education Opportunities

Wednesday, December 8
 Lighting Design Lab Open House #15
 Seattle, WA
 Fees: Event is free, but pre-registration is required. Go to www.lightingdesignlab.com

Trade Show - 10:00 AM - 3:00 PM
See the latest lighting products and meet your local manufacturer's rep.
 Keynote Speaker - 11:00 AM
The Role of High Performance Lighting the Northwest Power and Conservation Council's Draft Regional Power Plan
 Networking Buffet - Noon
 What's New in Lighting - 1:00 PM

IFMA Seattle Chapter Meeting & Tour Sponsorship Benefits

Benefits include:

- 1) Intro by Chapter President (or Vice Pres)
- 2) 3 min "Company Portrait"
- 3) Table for business cards & brochures available at registration
- 4) Company logo on Chapter website for the event month
- 5) Company logo on event news Flash
- 6) Networking chance to get personal and company name exposure

Meeting and tour sponsorships are \$300 for 2004 and \$350 for 2005...if you book by 2/28/05, you will receive a \$35 DISCOUNT!!!

Fax sponsorship requests to Kelly Thomson direct at 253-680-3173.

E-mail or call with questions:
kelly.thomson@macmillan.com
 or 253-680-3172.

Recognition

Welcome New Members

Lloyd Helm - Facility Manager - Aramark Facility Services

Richard Swartz - Principal Executive Officer - West Sound Design Center, Inc.

Clarissa Easton, AIA, NCARB - Special Project Manager - King County Government

Rina Spek - Sales & Design - Botanical Designs Inc.

Anniversaries

William Archer, RPA - Washington Dental Service - 12 years

James P. Rothwell, AIA - Callison Architecture - 11 years

Eric J. Herrmann - Tacoma Public Utilities - 11 years

Gregory Whitcomb - Orrtax Software - 6 years

Gregg Adkins - Internal Revenue Service - 5 years

Daniel H. Gallagher, RPA - Unicco Service Company - 5 years

*Cindy Strickland
 Kim Shelton, IIDA
 Co-Chairpersons,
 Membership Committee*



Facility Management Articles of Interest

IFMA Seattle encourages our membership to submit Facility Management Articles of Interest. Please email your articles to Melanie Saenz - msaenz@bankandoffice.com

UWEO Certificates in Facility Management gain official IFMA recognition

At World Workplace in Salt Lake City this autumn, IFMA announced the creation of a new credential - Facility Management Professional (FMP). The FMP responds to the need to train "beginning and transitional facility professionals who do not yet have the hands-on experience requisite for obtaining the CFM." Considered an "entry-level, knowledge-based" credential, the FMP is designed to enable individuals to accelerate their transition into the facility management profession.

The question of how individuals obtain the knowledge needed to earn the FMP was also answered in Salt Lake City: through workshops and symposia offered by IFMA chapters and also through IFMA "recognized" programs. Historically, only degree-granting programs have qualified for recognized status. This year, for the first time ever, certificate programs have also been officially granted "recognized" status. Among the very first certificates to ever be recognized by IFMA, and the only ones offered online are (drum roll, please) the University of Washington *Certificate Programs in Facility Management*.

Based on IFMA competencies and designed around a variety of dynamic, interactive media, UW's online programs enable individuals to remain on the job while they learn, and to interact with classmates, instructors and other professionals from all over the US without commuting. Successful completion of the UW Certificate Programs in Facility Management can lead to the new FMP credential and can help individuals build the knowledge and skills required for the CFM credential.

The Certificate Programs in Facility Management start every fall; you can learn more about program content as well as the application process by visiting the UWEO web site: <http://www.onlinelearning.washington.edu/ol/certs/const.asp> or by contacting Trisha Dvorak, Senior Program Manager, 206-685-6443 or via email to tdvorak@ese.washington.edu

Special thanks to Dean Baker, Ray Zimmerman, John Benny, and others who advocated in behalf of the UW program.

You prevailed!!



Educational Article

News Announcement

Providence St. Peter Hospital Receives Building Operator Certification Award

The Facility and Technology Department/Plant Operations Division of Providence St. Peter Hospital (Olympia, WA) is the first department in the country to certify 100 percent of their operations staff in the Building Operator Certification program. The hospital was recognized for this achievement at an awards ceremony at the conclusion of the Washington State Society of Healthcare Engineers last spring. Accepting the award for the hospital was Geoff Glass, Director of Facilities and Technology.

Building Operator Certification (BOC) is a competency-based training and certification program for building operators, offering improved job skills and more comfortable, energy efficient facilities. The program is administered by the Northwest Energy Efficiency Council (NEEC), a non-profit trade association of the energy efficiency industry, with support from the region's electric utilities.

To earn certification, operators must complete over 80 hours of classroom training and five independent facility project assignments in electrical and HVAC systems, energy conservation, codes and indoor air quality. Five Providence St Peter Hospital operators earned BOC certification following a year of training and project work in the program. They include Gary Achman, Terry Alboucq, Ed Krause, Rod Lupo, and Don Taylor.

"Operators who earn BOC certification demonstrate commitment to their profession and to improving facility efficiency," says Stan Price, NEEC's Executive Director. BOC training gives operators the tools to help their companies save money on utility costs every day by properly maintaining equipment and optimizing operation of lighting and heating and cooling systems.

News Announcement Cont.

BOC certification is recognized by employers in over seventeen states across the county and growing nationally. It is registered with IFMA for maintenance points towards the CFM.

For more information about Building Operator Certification, visit the web site at: www.theBOC.info.



WWW.IFMASEATTLE.ORG

for your information: members only

*website login: ifma
password: fmseattle*

FOR A LOOK AHEAD INTO
IFMA SEATTLE'S 2005 PROGRAM
SCHEDULE
SEE THE BACK PAGE

Resume Tips

Baby Boomers, Beware! Don't Let Your Resume Date You!

If you're a job seeker of the Baby Boom generation, you may be feeling a little left out by the job market. You're certainly not ready to retire, but the young recruiters you send resumes to don't seem to respond to your skills and experience. If you're feeling symptoms of age discrimination, you should know that your resume could be the culprit, categorizing you as out of date and over the hill.

There are three ways your resume can put you in the over the hill category. Your resume is due for an update if it contains:

1. Outdated technology skills
2. Outdated industry or occupational terminology
3. Outdated resume trends

Don't despair if your resume is out of date. You can perform an extreme resume makeover by using the tips below.

1. Make sure you are up to date on your industry's technology.

Check multiple job descriptions within your industry to see what technologies employers really want. Determine which technologies are missing from your resume. Then decide what you need to learn or do in order to fill that technology gap. Consider adult education classes, college classes, or even online learning.

You should be aware that technology terms are often used as keywords to filter the best resumes from electronic databases. If your resume doesn't have them, it may never be seen. Make sure your technology skills aren't leaving you behind.

2. Make sure your resume is using current terminology.

If you have just been adding to the same old resume over the years, then your early entries may be using outdated terms. One way to bring your resume up to date is through publications from your industry's professional associations. If you don't belong to any professional associations, you might be missing out on the latest industry-speak.

Another good resource is job descriptions. Search job descriptions in your field for recurring terms. Learn to use the current terminology for your industry correctly and effectively.

3. Make sure your resume reflects today's trends in resume format and style.

Ten or fifteen years ago, the old-fashioned reverse-chronological format may have worked for you. But now that you have more experience, it may not be the best choice. The more advanced hybrid format may be much better at promoting your skills and expertise, providing you with a more professional presentation. With the hybrid resume, potential employers will form an impression of you based on your best accomplishments, not just your most recent job description.

You should also realize that some of the old resume rules just don't apply anymore. For example:

- "Limit your resume to one page." This is a really old idea that limits your ability to show all of your skills and expertise.
- "End your resume with References Available Upon Request." You don't need to say that; it's assumed.
- "You should show every job you have ever held and give each equal importance." Your employment history should only go back as far as it related to your current employment objectives. Think of your resume as a marketing piece that highlights the best parts rather than as a tell-all.
- "Your resume should go back no more than ten years." Don't use an arbitrary number to determine how much to include on your resume. Use the rule of relevancy to decide how many of your jobs to include.
- "One resume should handle everything." Not anymore! In addition to tailoring your resume to different fields or industries, you'll also need to tailor the way that you save it.

You'll want to have (1) a standard Word format (for printouts and as email attachments), and (2) a Plain Text version for online forms. This will save you a lot of time in repairing lost formatting, which often occurs when cutting and pasting a Word document into a text-only form.

Let your experience work for you rather than against you. Using these tips to update your resume can make a noticeable difference in interest from employers. And your new resume will be a better reflection of your hard-earned skills, talents, and expertise.

Deborah Walker, CCMC

Resume Writer ~ Career Coach

To see resume samples and read more job-search tips visit

www.AlphaAdvantage.com

Email: Deb@AlphaAdvantage.com

Bulletin Board

Be sure to start making plans for attending World Workplace 2005, which will be held in Philadelphia!

Committee Chairs

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Board Meetings are held on the first Wednesday of the month at 11:30am.

December

14th - McCaw Hall Tour

June- 2005

21st - Chapter Event

January - 2005

25th - REI Facility Tour

July- 2005

TBA - Summer Social

*February - 2005*15th - Negotiating with Difficult People
Skill Workshop for FMs*August- 2005*

No Event

*March - 2005*3rd - Education Symposium, "Safety &
Security; Leadership, Management & Imple-
mentation" - Bellevue Club*September- 2005*

TBA - IFMA Annual Golf Event

April - 2005

19th - New Member Meeting

October - 2005

TBA - David & Dean's Awesome Adventure

May - 2005

17th - Facility Tour

November - 2005

TBA - New trends in Audio/Visual

Seattle News is published monthly by and for the members of the Greater Seattle Chapter of the International Facility Management Association (IFMA). Opinions expressed in Seattle News do not necessarily represent the views of the association, its members, or its Board Members.

IFMA is the premier professional association for facility management. Representing the largest community of FM professionals on the planet, IFMA membership comprises 18,000 facility profes-

The Greater Seattle Chapter of IFMA serves to support our members on a local basis. Our Vision is to be an organization that fosters social interaction and opportunities for personal and professional growth within the facility management industry.

For more information or to contact us, please visit our website at www.ifmaseattle.org.



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