

## President's Message

Can you believe that it is May? Busy season is over, the weather is turning nice and it is time for us all to enjoy our friends and family. This time of year always reminds me of such wonderful things, new life with the flowers blooming and new adventures with graduations and weddings.

I would like to extend a **BIG THANKS** to all of you who participated in the survey that the board sent out in April. The response was good and gave us lots to think about. We will be brainstorming for next year off of the suggestions we received. It is great to get such feedback and be able to improve our chapter. Please do not ever hesitate to provide myself or any other board member with feedback. We always welcome it!

Looking ahead to June, I hope you have all marked your calendars for our year-end dinner on June 18. The evening will include officer installation, a celebration of chapter accomplishments and member recognition (where outstanding members get gifts – good ones!) Along those lines, we need committee chairs to report to Stephanie Setlak in terms of points to be awarded for committee participation. Please contact Stephanie directly with any questions. She will be compiling the year-end totals after the May meeting, so your timely response is needed.

I hope to see you all at Champions Run on May 14<sup>th</sup> for our lunch meeting!! Dr. Mark Taylor will be speaking on the SEC and his sabbatical. He was great to hear in May of 2005 on occupational fraud; I can't wait for this meeting.

Kerry Clark  
President 2007 – 2008



## *Lunch Meeting*

**Speaker:** Dr. Mark Taylor  
**Topic:** SEC Sabbatical  
**Time:** 11:30  
**Menu:** cold salad variety  
**Date:** May 14<sup>th</sup>  
**Cost:** \$10  
**Location:** Champions Run  
13800 Eagle Run Drive  
**Reservations:** [djuhl@hemphillstaffing.com](mailto:djuhl@hemphillstaffing.com)  
or 334-4841 Ext. 241 by noon  
on Friday May 9<sup>th</sup>

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Local Website: [www.aswaomaha.org](http://www.aswaomaha.org)

National Website: [www.aswa.org](http://www.aswa.org)

# Member Profiles

## *Sue Blake*

Member Since: 1994  
Graduated from: Dana College  
Company: Alegent Health Community Memorial Hospital  
Position: Director - Finance & Support Services  
Birthday: August 4th  
Hobbies: Flying, sewing, gardening  
Spouse/Pets/Kids: Allen, Ming (Tibetan spaniel) & Piper (Maine Coon cat) at home  
Most Exciting Event of the past Year: getting married on Valentine's Day  
Favorite Ice Cream: Bunny Tracks  
Favorite Movie: It's still Jeremiah Johnson!

## *Marcille Katt*

Member For: 10 years  
Graduated from: UNO BS - Emphasis in Accounting  
Company: Hockenbergs  
Position: Co-Controller  
Birthday: July 22  
Hobbies: Decorating, Travel, Volunteer Activities  
Spouse/Pets/Kids: Loren/Jason, Jacque, Granddaughter Tenley  
Most Exciting Event of the past Year: Getting 2 new Grandsons in September 2008  
Favorite Ice Cream: Fresh Pear in France  
Favorite Movie: Gone With the Wind

## *April Clem*

Member Since: 2001  
Company: Future Foam, Inc  
Position: Lead Accountant  
Birthday: June 30, 1973  
Hobbies: playing sports, reading, travelling  
Spouse/Pets/Kids: 1 spouse, 1 kid, 2 dogs  
Favorite Ice Cream: Ben and Jerry's Chunky Monkey  
Favorite Movie: Coming to America, Knocked Up



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Article 1  
**How to Boost Employee Productivity**



In the business world, productivity is key to prosperity. Maximize your accounting and finance team's efficiency and output with the following productivity-boosting strategies:

**Be liberal with praise.** Compliment your employees whenever it's warranted. And don't worry that frequent praise will lead to complacency. Most people respond to positive reinforcement by working even harder and smarter. On the other hand, workers who give it their all but feel unappreciated are likely to cut back on their efforts, assuming management doesn't care about or even notice their contributions.

**Individualize responsibility.** The more people share responsibilities on a project, the longer they typically take to complete the assignment. While teamwork is an important dynamic in the workplace, make sure the individuals within the group have clearly defined responsibilities.

**Publicize company goals.** Your staff should understand the short- and long-term goals your organization is striving to achieve. Highlight these strategies in company publications or on the employee bulletin board. Moreover, ask individual departments to set objectives and encourage buy-in by involving employees at all levels in the process.

**Offer guidance.** One of the most common and frequently overlooked reasons for low performance is poor direction. When you make an assignment, provide as many details as possible. Keep in mind that team members

may be reluctant to ask questions for fear of appearing uninformed or incompetent.

**Criticize with care.** When employees are doing substandard work, it's the manager's job to let them know. But be tactful. Never criticize an employee in front of his or her colleagues, and focus the discussion on performance — not the person.

**Solicit input.** Don't assume that your staff will voluntarily voice their concerns. Instead, actively seek comments, observations and suggestions for improving processes. Maintain an open-door policy to make it easy for employees to talk to you.

*Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 360 offices throughout North America, South America, Europe and the Asia-Pacific region, and offers online job search services at [www.accountemps.com](http://www.accountemps.com).*



Article 2  
**Give Your Resume an Extreme Makeover**



If you're of the boomer generation, and looking for a new career, you could be getting the cold shoulder from employers. Your hair may be saying "under 40", but recruiters put your resume in the geriatric-reject pile. If you're feeling symptoms of age discrimination, your resume could be working against you, making you seem out of date and one step from retirement.

There are three reasons your resume may be keeping you out of interviews. Your resume is due for an update if:

1. Your technology skills date you from the stone age

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2. Your key industry words are decades old
3. Your resume format doesn't follow current trends

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

1. Get current on your industry's technology. 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.

Check job descriptions from various sources within your industry to see what technology skills employers are looking for. Determine what's missing from your resume. Then decide what you need to learn or do in order to fill that technology gap. Adult education, college classes, or even online learning are all great ways to catch up.

2. Make sure your resume reflects current terminology.

If you have just been adding to the same old resume over the years your early entries reflect outdated key words. Bring your resume up to date with the help of 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 for current terminology is online job postings. Search job descriptions in your field for recurring key words. Learn to use the current terminology for your industry for optimum results.

3. Make sure your resume reflects today's trends in resume format and style. A decade back, the reverse-chronological format worked

fine for you. But now that you have more experience, it may not be your best choice. The more advanced hybrid format will showcase your skills and expertise to your optimum advantage. With a hybrid resume, potential employers will form an impression of you based on your top accomplishments, not just your most recent job description.

Many of the old resume rules just don't apply any more. For example:

\* "Limit your resume to one page." This idea went out with the advent of electronic resumes. Nothing is harder on the eyes than a trying to read a three-page resume squished onto one page.

\* "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. Ask yourself, "how far back does my work history relate to my current objection?"

\* "One resume should handle everything." Not so! For greater effectiveness adjust your resume to different functions or industries you'd like to explore.

Finally, make sure you use the correct electronic version. You'll want to have (1) a standard Word format (for printouts and email attachments), and (2) a Plain Text version for "text only" online forms.

Give your resume an extreme makeover using these tips to let your experience work for you rather than against you. You'll see increased requests for interviews leading to your best career opportunity ever.

Deborah Walker, Resume Coach, and former executive recruiter understands from an insider's view the resume errors that can spell disaster for job seekers. Her resume advice has helped many continue to reach their career objectives regardless of their age. Visit Deb at <http://www.AlphaAdvantage.com>.

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