

# CENTRAL FLORIDA BUYLINES

ISM – Central Florida  
PO Box 621416 Orlando, FL 32862-1416



*Newsletter of ISM -  
Central Florida  
Issue #4 – 2013/2014*

*ISM-CF's Mission and Vision statement is "To promote and maintain excellence among purchasing/supply management professionals through continued leadership in the areas of Ethics, Professionalism, Education, Networking, Community, and Involvement."*

## ***Upcoming Events at a Glance***

***December*** – No Professional Development and Networking Event: ***Happy Holidays***

***Wednesday, January 8*** – Professional Development and Networking Event:  
"Sarbanes-Oxley: What You Need to Know", Speaker: Michelle D. Scott, SeaWorld  
Parks & Entertainment, Inc., Additional details coming soon

***Saturday, January 18*** – CPSM/CSM Review Training for Exam 2

***Saturday, March 15*** – CPSM/CSM Review Training for Exam 3

***To Register:*** Visit [www.ism-cf.org](http://www.ism-cf.org)



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## **Professional Development and Networking Event**

**Wednesday, January 8, 2014**

Additional information coming soon

### **“Sarbanes-Oxley: What You Need to Know”**

**Speaker:** Michelle D. Scott



Michelle Scott is the Corporate Compliance Manager for SeaWorld Parks & Entertainment, Inc. in Orlando, Florida. Michelle leads a team in executing internal control solutions, enforcing company policies, ensuring compliance with key financial regulations, including the Sarbanes-Oxley Act of 2002 (“SOX”) and assisting leadership in managing entity-wide risk.

Michelle is also President of MDS Auditing and Consulting Services, LLC which provides course content for internal auditing seminars. As President, Michelle teaches internal auditing seminars for audit leaders and consults on course development.

Previously, Michelle was the Director of Research and Development for The Institute of Internal Auditors (“The IIA”) Research Foundation in Altamonte Springs, Florida. In her role within the Research Foundation, a 501c3, she led large-scale internal audit research projects, including the 2010 Common Body of Knowledge study (“CBOK”) and led the foundation’s fundraising activities, which included oversight of a one million dollar budget. She also wrote and published research reports on emerging issues for practicing internal audit professionals around the world.

Michelle began her auditing career in Arthur Andersen’s business process risk consulting practice which later became Protiviti, Inc. She spent seven years collectively with both firms helping multi-billion dollar, international organizations manage business and financial risks as well as assisting in their compliance efforts with rigorous legislation including SOX and other industry specific regulations.

Michelle is a graduate of Saint Joseph’s University in Philadelphia, Pennsylvania where she received her B.S. in Accounting and she obtained an MBA in the Executive Program at the University of Florida.

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**Register Now at [www.ism-cf.org](http://www.ism-cf.org)**

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## Certification Exam Review

To help you successfully pass the certification exams, ISM-CF is providing review classes for Certified Professional Supply Manager (CPSM) certification exams.

The next CPSM Exam Reviews will be held on the following dates:

<b>01/18/14</b>	<b>Exam 2</b>	<b>CPSM/CSM Review</b>
<b>03/15/14</b>	<b>Exam 3</b>	<b>CPSM/CSM Review</b>



Ed Wainwright, C.P.M., APP will be instructing the classes using the ISM training materials. Ed taught ISM-CF's C.P.M. review classes from 1985 until 2006. In 2011, he attended the ISM Trainer Course and has taught numerous CPSM Review classes since. The classes provide excellent knowledge and resources to attendees.

The reviews will be held at the OUC Gardenia Facility training room located at 3800 Gardenia Ave, Orlando, FL 32839, from 8:00am to 5:00pm. The cost per review is \$50.00 for ISM-CF members, \$75 for other ISM members and \$100.00 for non-members.

Individuals taking the classes should purchase the CPSM Study Guide and the CPSM Diagnostic Exam. The materials used during the review classes are also an excellent guide for individual study after the class.

Registration is available at [www.ism-cf.org](http://www.ism-cf.org). If you have any questions, please contact Ed Wainwright at (407) 348-2489 or [ed\\_wainwright@hotmail.com](mailto:ed_wainwright@hotmail.com).

**Stay tuned for future dates.**

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## A great article, regardless of one's age...

### 20 pieces of advice every young professional should follow

By Reba Hull Campbell

May 23 marked the 30<sup>th</sup> anniversary of my first day in the working world.

That day in 1983, I started my job as a receptionist on Capitol Hill after a local congressman hired me, sight unseen, over the phone three weeks earlier. I had a head full of big permed hair, big expectations, and little idea of what I was supposed to do as an employed and responsible adult.

Looking back, I didn't have specific career goals in mind at that point, but I did know what I was good at and the type of work I wanted to pursue. Here, 30 years later, I've been fortunate to have a rewarding career that gave me 10 great years on Capitol Hill and took me back to my home state of South Carolina for jobs that combined my love of writing, communications, and politics with my curiosity about people and places.

In 1983, I never dreamed my work would give me the chance to travel with a congressional delegation to Taiwan; raise money for causes I believe in; lobby the legislature and Congress for millions of dollars; ride in a fire truck; bike the Golden Gate Bridge; get published in national magazines; pick tobacco; work with great South Carolina mayors; have my picture taken with famous people like Tip O'Neill and Mister Rogers; visit 38 states; work on national, state, and local campaigns; stand at the podium in the White House press room; or be in the State House dome the day the Confederate flag came down.

I've figured out a few things along the way that I wish someone had told that 22-year-old with big hair walking into her first day on the job. Maybe the thoughts below will help others just starting out. I write this with huge thanks to all the bosses, mentors, friends, family, and colleagues I have had the privilege to work with and learn from over these 30 years.

**1. Establish your personal brand.** Decide what you want your reputation in the workplace to be, and let your actions define you. Keep promises, and make deadlines. Under-promise and over-deliver. Avoid behavior in your personal life that could hurt your professional life (even more true today with all the risks of social media in the mix). Remember that details count, especially when getting the details right sets you apart from others.

**2. Seek out a mentor.** I'm guessing many busy professionals may say, "I don't have time to be a mentor," but most mentor relationships happen naturally rather than being established formally. Be on the lookout for them. I bet my best mentors probably don't know they even served in that role.

**3. Keep up with the news every day.** Read the paper, check news websites and blogs, listen to NPR on the way to work. Know what's in the news about your organization or industry before your boss or client asks.

**4. Get away from your desk, and walk outside.** Even if it's just to walk around the block or grab a sandwich, at some point during the day your brain needs natural light and a whiff of fresh air, and your body needs to stretch.

**5. Plan the work before you work the plan.** Having no plan gets you nowhere. Plans will change either by force or circumstance. Be flexible, but have a plan regardless of whether it's a work project, a trip, a major purchase, or an important life decision.

- 6. Don't pass up a chance to learn.** Find out what your boss or leaders in your profession are reading (books, professional publications, websites, etc). Seek out professional development opportunities; pay for them yourself, if necessary. Join professional organizations, and get involved.
- 7. Go to your boss with a solution, not a problem.** Your boss is solving problems all day. Make her life easier by presenting a solution when you present a problem. Even if it's not the solution that ultimately solves the problem, it keeps your boss from dreading the sight of you at the door.
- 8. Write thank-you and follow-up notes (handwritten, not emailed).** Collect cards from people you meet at events, in meetings, or just out and about. A handwritten "nice to meet you" note will set you apart and help the people you meet remember you. Technology is good, but the personal touch still matters.
- 9. Travel any chance you get.** Travel to small towns and big cities across the country and around the world. Don't put off travel. You'll never tell your grandchildren about that great trip you didn't take because you were too busy at work.
- 10. Be interested and inquisitive.** Ask good questions, and ask them often. Young professionals have a great deal to offer a work environment. Speak up when you have something to offer, but remember to balance your enthusiasm with senior-level colleagues' experience.
- 11. Remember that everyone carries their own sack of rocks.** You never know what type of personal issues the co-worker who missed a deadline is dealing with at home or with his family.
- 12. Create your own personal style.** That doesn't mean wearing flip-flops in a formal corporate environment. However, you can set yourself apart from the pack with a twist on the ordinary. To each his own, but just find your own.
- 13. Stay in the loop, but avoid the gossip.** Be a "boundary spanner"—someone who is respected and trusted by people in all parts and at all levels of the organization.
- 14. Look for "reverse mentoring" opportunities.** You can be a resource to your older colleagues. Seasoned professionals can learn a great deal from their younger peers.
- 15. Looking busy doesn't equal being productive.** The co-worker who crows about his heavy workload and long hours is probably much less productive than the one who is organized and prioritizes his days.
- 16. A good editor will make you shine.** Don't look at having your writing edited as you would look at a teacher correcting a paper. Editing is a collaborative process, and there's always room for improvement in your writing.
- 17. Don't come to work sick.** No one appreciates the stuffy-nosed martyr. That's why you're afforded sick days.
- 18. Cultivate contacts outside work.** Your next job will probably come from someone you know through church, nonprofits, alumni groups, friends, and professional organizations.
- 19. Take risks.** It's OK to mess up occasionally. No one can expect perfection. You can often learn more from mistakes than successes. Yes, really, you can.
- 20. Strive for work/life balance.** The "balance" will probably fluctuate daily, but creative outlets, exercise, and hobbies make you a more valuable (and saner) employee.

*Reba Hull Campbell promotes the interests of South Carolina cities and towns as deputy executive director of the Municipal Association of South Carolina. She can be reached at [atrebahcampbell@gmail.com](mailto:atrebahcampbell@gmail.com).*

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*Wishing you a  
Safe and Happy  
Holiday!*



**NEWSLETTER ITEMS** – Please send newsletter articles, announcements and news releases to  
David Billingsley at: [comm@ism-cf.org](mailto:comm@ism-cf.org).

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