

STEVEN JACOBS

PROFESSIONAL TITLE

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SUMMARY

Your summary goes here. It's the **last stage in the resume writing process**, so pick it up in the end. Focus more on what value you can provide, instead of what you are looking for. Limit it to **2-3 lines max.**

KEY SKILLS

Market Research
Social Media Strategy
Social Media Analytics • Social Media Content Creation & Curation
Marketing Collateral
Keyword Research
Search Engine Optimization
Client Servicing
Blog Writing
Digital Marketing
Website Content Proofreading
Content Management & Editing

TECHNICAL SKILLS

Languages: VB6, SQL, Web Services - C#, C, C++, Java, Perl

- **Operating Systems** : Windows (XP, NT 3.x- 4.0, 2000, 2003) and UNIX
- **Databases**: MS SQL Server (2008, 2005, 2000, 7.0, 6.S, 6.0), MS Access, FoxPro, DTS, DB2
- **Reporting**: Crystal Report, SQL Server 2005 Reporting Services (SSRS)

INTERNSHIPS

Enter official designation as per company records Sep '18 - Nov '18
Enter company name | Enter location (with state -)
Enter a one-line description of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc.
Some rules will apply as discussed above

PROFESSIONAL EXPERIENCE

Enter the official designation as per company records Jun '19 - Sep '19
Enter company name in full | Enter location (with state -)
Enter a one-line description of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc.

- Use one-liner points to present the details of your internship/part-time/professional experience
- Rename the section heading as *Relevant Experience* (if you want to show all your roles - internships, part-time, volunteering, etc. - in one section).
- **Bold keywords and phrases** where you would like to draw the recruiter's attention.
- Use **action verbs** to start off your points, and **achievement figures** (ballpark/approx figures will work as well) to demonstrate the extent of your contributions
- **It's the first step in the resume writing process.** Start off with updating this section first. Based on the keywords and functions you bold, accordingly update the Skills section. Based on that, update your summary. Make sure only those functions are mentioned in the Summary/Skills which have been substantiated in this section.
- Instead of writing all your one-liner points together, group similar points under unique subheadings as shown below:

Social Media Marketing

- Conducted research on **industry trends** & wrote compelling content for **social media posts**; created **5+ posts** daily
- Tracked **social media analytics** via HootSuite & other tools, and reported **results & new ideas** to our marketing team
- Created content to be shared by **20+ influencers** on Instagram, Facebook, and blog accounts to increase **traffic by 33%**

Content Management

- Liaised with the Editorial **team of 25** to manage social media content & community, while coordinating with **30+ freelancers**
 - Increased Instagram & Facebook **followers by 20% and 25%** respectively in **3 months**
- Coordinated with the Design team to create platform-specific social media assets such as **flyers, ads, videos, GIFs**, etc.
- Received **2 million+ likes** on **20+ posts** on Facebook, Twitter, and Instagram

EDUCATION

Enter your official degree (with major) Jun '12 - May '15

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InfoWorld ,1983-08-29 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects [Transforming Writing Instruction in the Digital Age](#) Thomas DeVere Wolsey,Dana L. Grisham,2012-04-26 An innovative practical guide for middle and high school teachers this book is packed with specific ways that technology can help serve the goals of effective writing instruction It provides ready to implement strategies for teaching students to compose and edit written work electronically conduct Internet inquiry create blogs websites and podcasts and use text messaging and Twitter productively The book is grounded in state of the art research on the writing process and the role of writing in content area learning Teacher friendly features include vivid classroom examples differentiation tips links to online resources and reproducible worksheets and forms The large size format facilitates photocopying **Proceedings** ,1984 **Micro** ,1984 **Speed Up** ,1919 **Catalog of Proficiency Requirements in Districts Serving Migrant Students** California. State Department of Education. Office of Program Evaluation and Research,1981 **WordPerfect 6 for Windows** Samantha Penrod,1995 This clear Step by Step Tutorial Makes Learning WordPerfect Windows Easy A Smart Start to learning WordPerfect 6 1 for Windows SmartStart provides a hands on approach to one of the most popular word processing programs available The design of the text is flexible enough to meet a wide variety of needs This text can introduce a student to word processing or it can supplement a student s previous learning The abundant step by step hands on tutorials allow the student to learn independently or within a large lab setting *Encyclopedia of Job-winning Resumes* Myra Fournier,Jeffrey Spin,1993 *Just Resumes* Kim Marino,1997-03-12 Presents 200 job winning r sum samples provides information on using the Internet to conduct a job search and offers tips and techniques for creating an effective r sum *Career Planning* John Barker,Jim Kellen,1998 This book s aim is to help readers understand how to choose plan and prepare for a career and how to find and land a job in that career The book guides readers through 1 self assessment and career choice 2 development of employability and job readiness and 3 the job search e g resume writing interviewing etc Rather than merely reading about career planning readers actively undergo an individualized career guidance program as they work through the book Appropriate for anyone interested in career counseling job search and career development *Microsoft Word for Windows* Mary V. Campbell,1994 This thorough volume describes every Microsoft Word for Windows feature menu item command and function Bestselling author and software trainer Mary Campbell covers eveything from installation to style sheets and using the desktop publishing features The book s alphabetical format allows readers to quickly locate the information they need **Kiplinger's Personal Finance** ,1986-09 The most trustworthy source of information available today on savings and investments taxes money

management home ownership and many other personal finance topics **The Job Finder's Guide** Les Krantz,2002 The Personal Computer BASIC(S) Reference Manual Donald A. Sordillo,1983 **Optimizing Scientific Return for Astronomy Through Information Technologies** Peter Joseph Quinn,Alan Bridger,2004 Proceedings of SPIE present the original research papers presented at SPIE conferences and other high quality conferences in the broad ranging fields of optics and photonics These books provide prompt access to the latest innovations in research and technology in their respective fields Proceedings of SPIE are among the most cited references in patent literature *C/C++ Users Journal* ,2003 *OLE DB Consumer Templates* Pierre Nallet,2001 OLE DB a set of interfaces for data access is the fundamental building block for Microsoft s strategy for database connectivity This book explains in depth how to use OLE DB templates to help C programmers to get up to speed and to help developers write efficient database applications **Advanced Microsoft Word 2000** Joanne Marschke Arford,Judy Dwyer Burnside,Nita Hewitt Rutkosky,1999 **Resumes for the Health Care Professional** Kim Marino,2000-04-13 Over 100 model resumes for doctors nurses therapists technicians dieticians and more Cover letter interview and job search tips Using the Internet online job searching and guidelines Create an impressive winning resume with the bestselling guide to getting a better job in America s fastest growing and fastest changing profession With new technology managed care and other developments the health care profession today is the scene of astonishing change new jobs are being created new skills are needed and job responsibilities are being redefined and expanded For almost a decade Resumes for the Health Care Professional has been the relied upon resource for professionals in health care Now it has been newly updated to help you take advantage of the opportunities and prepare for the challenges of finding the right job in the new competitive health care industry Featuring a no nonsense proven approach plus valuable inside tips and tricks expressly for the health care industry Resumes for the Health Care Professional provides Examples culled from the author s vast bank of health care resumes including egistered nurses technologists technicians therapists social workers and more Cover letter and thank you samples Special coverage of new job trends in the health care industry and how to take advantage of them Tips on writing the most effective electronic resume Lists of popular Internet career centers and Web sites for health care professionals Job titles and descriptions of key health care professions including health assessment and treating occupations and service technologist technician and diagnosing positions

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