

# STEVEN JACOBS

## PROFESSIONAL TITLE

- 617.281.8327
- steve@hiration.com
- Boston, MA
- www.linkedin.com/steve
- stevejacobs.com

## 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

# Resume Template Ideas

**David R. Eyler**



## Resume Template Ideas:

**625+ Easy Digital Product Ideas For Earning Passive Income While You Sleep** Om Prakash Saini,2024-02-16

Embark on a journey of endless possibilities with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep This book is your ultimate guide to unlocking the world of online entrepreneurship without breaking a sweat Packed with over 625 simple and lucrative digital product ideas it covers a wide range of categories like Ebooks and Written Content Online Courses Printables Stock Photos Videos Audio Products Software 3D Models Web Development Resources and more Whether you re a seasoned digital entrepreneur or a newbie looking to make money while you snooze this book has something for everyone Dive into the realm of passive income and discover how to turn your creativity into cash From crafting engaging Ebooks to developing user friendly applications the book is a treasure trove of inspiration With clear and accessible language it breaks down complex ideas making it perfect for anyone ready to take the leap into the world of online income Don t just dream about financial freedom make it a reality with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep Your journey to success starts now *101 Career Myths Debunked* Elizabeth L.

Campbell,2022-08-01 What if everything you know about careers is false Bombarded by toxic misinformation about unemployment and failing career prospects job hunters are often halted by fear 101 Career Myths Debunked is essential reading for college students job hunters and career changers to discover the myths holding them back and reveal the surprising truths and practical steps that will set them on the path to career success Written by a counseling psychologist and career psychology expert 101 Career Myths Debunked is your personal career coach and ultimate planning guide This easy to use workbook will show you how to boost your confidence and build a life you love It walks you through the entire career development process and helps you deal successfully with everything you need to consider You ll learn practical new ways to move forward from your present uncertainty into a promising future **The Engineer's Career Guide** John A. Hoschette,2010-05-25 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

Step-by-step Resumes Evelyn U. Salvador,2006 A step by step guide to writing an outstanding resume that offers expert tips and practical suggestions for filling in employment gaps using customizable ClipBullets choosing the right keywords and more Includes a CD with resume templates and worksheets *Careers in Roofing and Flooring* Daniel E. Harmon,2015-12-15 Residential commercial and industrial roofing jobs and flooring carpentry tasks and materials including green materials and the credentials needed for becoming a green roofer and floor installer are investigated in this perceptive

volume Students learn about where to acquire basic carpentry skills and skills for using hand and power tools Post high school courses and degrees in business management and engineering are advantageous for advancing to supervisory positions or starting a new business Sidebars include an interview with a contractor the licensing requirements for independent contractors and how to go about constructing a roof of a complex home design [Money with AI: How ChatGPT Can Help You](#) Jay Nans,2025-11-14 The ebook Money with AI How ChatGPT Can Help You is a practical beginner friendly guide for honestly earning income using the free version of ChatGPT without requiring technical skills Core Philosophy and Realism The book establishes that ChatGPT functions as a time saving assistant and production partner not an automatic money making machine requiring consistent human effort and oversight It stresses avoiding get rich quick scams and setting realistic expectations initial earnings are typically small and emerge after a few weeks to a few months of consistent work Getting Started Initial chapters focus on using the free version of the tool explaining what ChatGPT can and cannot do and detailing the creation of effective prompts Key rules for successful prompts include being clear about the task providing context giving format instructions and iteratively checking and improving the AI s output Income Streams and Workflows The majority of the guide outlines multiple low barrier income streams providing step by step workflows tools primarily ChatGPT Canva Google Docs and example prompts for each Freelancing Writing Offering services on platforms like Fiverr and Upwork such as writing blog posts crafting product descriptions or producing outlines and content for ebooks Digital Products Passive Income Creating and selling simple digital goods like low content books journals planners templates resumes and mini guides using AI to speed up the creation process Specialized Services Providing research and report summarization generating social media content captions video scripts creating customer support materials FAQs email templates or packaging personal expertise into online micro courses The 30 Day Plan The book culminates in a structured 30 Day AI Income Plan888 This plan guides the beginner through four phases Week 1 Learn Master the basics of ChatGPT and supporting tools Week 2 Create Samples Build a small portfolio of work samples and micro products Week 3 Publish Create professional profiles on freelance or digital product platforms Fiverr Etsy Week 4 Start Earning Actively apply for jobs and deliver first paid work Long term advice emphasizes consistency building business systems and slowly scaling through pricing and product bundling [Inclusive Learning 365](#) Christopher R. Bugaj,Karen Janowski,Mike Marotta,Beth Poss,2021 Educators across the world are working to design individualized instruction that empowers every student to become experts at learning Technology and instructional interventions designed to support students with disabilities often eventually become mainstream and used by the masses These practices provide a pathway for designing inclusive equitable and accessible educational experiences that meet the needs of every individual learner This engaging book includes daily strategies accompanied by examples of tools that can be implemented immediately to design meaningful instruction Topics covered include role playing games for social emotional learning building literacy through captioned video coding to teach early

literacy text to speech for math and reading and much more The heart of the book is the shift in mindset that occurs by exploring a different practical inclusive strategy each day and infusing these strategies into everyday practice

Standards-based Activities with Scoring Rubrics: Performance-based portfolios ,2002 Resumes that Mean Business  
David R. Eyler,1990 Guide to writing resumes Includes 75 annotated resumes with the features employers like best and word processing tips Machine Design ,1981 **Macworld** ,1990 Management Information Systems Effy Oz,2000 Textbook

*Expert Resumes for Career Changers* Wendy S. Enelow,Louise Kursmark,2010 The down economy has prompted millions of people to consider changing jobs or industries to stay employed A major obstacle these people face is to write a resume that effectively connects their skills and experience to new opportunities *Expert Resumes for Career Changers* shows people who are transitioning from one career to another how to do just that This book features a collection of outstanding professionally written resumes designed for people transitioning into a new career In addition to 180 pages of sample resumes this book provides winning job search strategies sound resume writing advice and tips for creating and using electronic resumes New content for this edition includes completely updated resumes a new chapter on writing cover letters and a collection of cover letter samples **Free Stuff from America Online** Luanne S. O'Loughlin,Louanne

O'Loughlin,1994-11 Written for users around the world FREE TUFF from America Online is the only book that shows you the best that America Online has to offer Jam packed with information never before available this book offers you hundreds of incredible things you can get for your home business career kids hobbies and computer you name it No strings attached

**Engineering News-record** , **Cruising America On-Line 2.5** Grace J. Beatty,Grace Joely,1995 Bestselling authors Dr Gardner and Dr Beatty present a revision of the original *Cruising America On Line* This new Visual Learning Guide will teach the reader about the updated version of AOL Easy to follow screen shots that show the reader exactly what will appear on their computer screen help to make this an ideal guide for the beginning to intermediate user *How to Write a Resume (Interview Tips and Job Interview Questions)* Richard Forbes,Resume Templates,Cover Letters,Sample Resumes,2015-06-11 How to Write a Resume Interview Tips and Job Interview Questions Learn How to Craft a Professional Resume to Find Your Dream Job Easily Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants Tags how to write a resume cover letters sample cover letter resume template resume templates professional resume template writing a cover letter how to write cover letter how to write a cover letter resume examples example of a

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apr 28 2022 chairman speech annual general meeting 2022 the following is an extract from remarks to be made by howard davies chairman at the meeting 28 apr 2022 as well

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oct 19 2023 live video watch fed chair jerome powell noon et fed chair jerome powell is set to address the economic club of new york today at noon et you can watch the

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1 day ago starting at 8 a m et on ewtn holy mass on october 22 2023 twenty ninth sunday in ordinary time today s celebrant is fr leonard mary readings is

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chairman s speech ladies and gentlemen good morning my name is charles goode as your chairman it is my pleasure to welcome you to the 35th annual general meeting of anz

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oct 19 2023 thank you chair lewis for that warm introduction i m delighted to be here at this year s exim annual conference with the private sector fellow government officials and all of

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chairman s speech at the 66th annual general meeting of the company on 10th august 2022 through video conferencing other audio visual means esteemed shareholders my

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for hbr he has previously written how to be a better meeting chairman january february 1969 to the interested observer a meeting is a kind of fishbowl in which he can watch the

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october 19 2023 at 9 15 am pdt listen 0 20 federal reserve chair jerome powell was escorted out of a room where he was due to give a speech on monetary policy after protesters

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oct 19 2023 the dollar dropped on thursday after federal reserve chair jerome powell was interpreted as being generally dovish in comments made at an economic forum even as he

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feb 29 2020 here are some good general phrases to use i d like to welcome you all here today now let s get doen to business thank you all for coming perhaps we can make a start

*u s treasurys ahead of fed chair powell speech cnbc* - Jan 22 2021

*remarks by deputy secretary of commerce don graves at the* - Aug 29 2021

oct 19 2023 federal reserve chair jerome powell is slated to deliver a speech on the u s economy thursday at the economic club of new york the speech comes during a difficult

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introductions if anyone at the meeting is new to the group or if there is a guest speaker this is the time when introductions should be made the person in charge of the meeting can

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the following are some general tips to help you in your role as a session chair at an iaia annual conference in addition to the specific instructions provided to you directly from the program

**fed chair powell hints that soaring bond yields could mean** - Jul 28 2021

oct 18 2023 federal reserve chair jerome powell is set to deliver what could be a key policy address with markets bracing that the central bank leader may still talk tough on inflation the

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may 12 2022 a warm welcome to the 113th annual general meeting of bp p l c my name is helge lund i am chair of bp s board of directors i am chairing our meeting today from the

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oct 19 2023 jerome h powell the chair of the federal reserve reiterated the central bank s commitment to moving forward carefully with further rate moves in a speech on thursday

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oct 19 2023 publication date 19 october 2023 college chair kamila hawthorne addressed members at the rcgp annual conference in glasgow this morning you can read her full

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feb 12 2023 the chairman s speech should report on the major occurrence of the year so the introduction should place that in context welcome shareholders and other interested parties

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may 12 2021 home news and insights speeches 2021 annual general meeting chairman s speech release date 12 may 2021 helge lund chairman 2021 bp agm 1 st james s

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conference and caricam conference speaking on management of universal funds and the code of practice for safeguarding the open internet 7 election to vice chair of caribbean ict

*2021 annual general meeting chief executive officer s* - Feb 15 2023

speech of h e majed almesmar chairman of the conference mr secretary general your excellences distinguished guests ladies and gentlemen welcome to the smart city of

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oct 19 2023 jerome powell chairman of the us federal reserve during a news conference following a federal open market committee fomc meeting in washington dc us on

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ceo annual general meeting speech 2 4 we are optimistic about our business performance in 2021 despite the covid 19 challenges we introduced a new operating model

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1 welcome and opening remarks 2015 coast ssew symposium in the above example of opening remarks for a scientific symposium the speaker starts by welcoming everyone with a

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*opening a meeting business english englishclub* - Jun 07 2022

mar 31 2022 3 explain the purpose once the subject matter and duration has been established touch on the purpose of the meeting the last thing you ll want is for attendees to be unsure

*ceo speech at annual general meeting 2020 saab* - Jul 20 2023

chairman s speech dear shareholders today as we convene the 40th annual general meeting of infosys i warmly welcome each one of you it is always a pleasure to connect with

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helge lund chairman 12 may 2021 welcome in a few moments i will say something about the resolutions proposed but first i want to share some reflections on the past year a year

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