

STEVEN JACOBS

PROFESSIONAL TITLE

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- 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

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Basics of LaTeX for Students Prashant Kulkarni, 2026-03-06 Basics of LATEX for Students Why LATEX Beats Microsoft Word for Academic Work is a comprehensive student focused guide designed to help learners master professional academic writing using LATEX Written for an interdisciplinary audience ranging from undergraduate students to doctoral researchers this book explains not only how to use LATEX but why it is the preferred tool for serious academic and research work The book adopts a practical application driven approach guiding readers from fundamental concepts to advanced workflows used in research papers theses dissertations presentations and professional documents Real world examples step by step explanations and discipline neutral templates ensure that readers can immediately apply what they learn across STEM Social Sciences Humanities and Management Studies By emphasizing clarity consistency and efficiency this book empowers students and researchers to focus on content and ideas rather than formatting struggles making it an essential companion for modern academic writing [Engineering and Mining Journal](#), 1915 **Expert Resumes for Computer and Web Jobs** Wendy S. Enelow, Louise Kursmark, 2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive *Microsoft Word 2000* Sarah Hutchinson-Clifford, Sarah E. Hutchinson-Clifford, Glen J. Coulthard, 1999-05 The Advantage Series presents the Why What and How of computer application skills to today's students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills **The Software Encyclopedia 2000** Bowker Editorial Staff, 2000-05 **The Interactive Computing Series: Office XP Vol I** Kenneth Laudon, 2001-12-10 The Interactive Computing Series is the Visual Interactive way to develop and apply software skills This Skills based approach coupled with its highly illustrated 2 page spread design is ideal for the intro CIS course the self paced course or students in non traditional education settings **Corel WordPerfect 8 Complete Concepts and Techniques** Gary B. Shelly, Steven G. Forsythe, 1997 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step approach to learning WordPerfect Covers beginning and advanced skills **Getting Results with Microsoft Office for Windows 95** Microsoft Corporation, 1995 Guide for a set of business productivity applications designed to work together including Microsoft Word Excel PowerPoint Schedule Access and Microsoft Bookshelf which is made of of eight reference volumes **Getting Results with Microsoft Office for Windows 95** Microsoft Version 7.0, 1995 *Word 2002* Sarah E. Hutchinson-Clifford, Glen Coulthard, 2001-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage

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Outlook 2003 QuickSteps Martin Matthews, Kellen Diamanti, Curt Simmons, 2004-02-26 Brace yourself because here comes QuickSteps The fast easy accessible information on Outlook 2003 in a full color cookbook style format Provides answers to all of your How do I questions in a concise and meaningful way Lengthwise page layout allows for easy page viewing Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves

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