

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

Resume Template Compare Tutorial

PT Brinkman



Resume Template Compare Tutorial:

The book delves into Resume Template Compare Tutorial. Resume Template Compare Tutorial is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Resume Template Compare Tutorial, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Resume Template Compare Tutorial
 - Chapter 2: Essential Elements of Resume Template Compare Tutorial
 - Chapter 3: Resume Template Compare Tutorial in Everyday Life
 - Chapter 4: Resume Template Compare Tutorial in Specific Contexts
 - Chapter 5: Conclusion
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 3. In chapter 2, this book will delve into the foundational concepts of Resume Template Compare Tutorial. The second chapter will elucidate the essential principles that need to be understood to grasp Resume Template Compare Tutorial in its entirety.
 4. In chapter 3, this book will examine the practical applications of Resume Template Compare Tutorial in daily life. This chapter will showcase real-world examples of how Resume Template Compare Tutorial can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Resume Template Compare Tutorial in specific contexts. This chapter will explore how Resume Template Compare Tutorial is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Resume Template Compare Tutorial. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Resume Template Compare Tutorial.

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