

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 Ideas Returns

Rebecca Smith



Resume Template Ideas Returns:

Empower Your Job Search with AI Chatbots Mindscape Artwork Publishing, Mauricio Vasquez, 2024-02-14 Struggling to navigate the job market Unlock the power of artificial intelligence AI to fast track your career search and land your dream job Seeking the ultimate job hunting gifts or job search motivation Picture a 24/7 personal career coach to guide your job search journey What if your coach could craft standout resumes optimize your LinkedIn prep you for interviews and much more This book is your AI powered personal job search coach to transform your job hunt It includes prompts for budgeting health dimension change management self discovery elevator speech LinkedIn networking cover letters resumes interviews communication skills job offer negotiation career management and more Inside You Will Find 1 136 POWERFUL PROMPTS it is an innovative tool crafted to transform your job search Merge AI power with practical strategies to save time and boost your odds of securing your dream job

Electronic Resumes & Online Networking Rebecca Smith, 2000 The ways in which job hunters can market their resumes and advertise their talents have grown immensely with the advent of the Internet This second edition of *Electronic Resumes and Online Networking* shows how to become Internet savvy to gather information find the right job and submit a resume online

Goal Invention: The Mental Therapy, Sport, and Hobby Russel Alden Arlotta, 2022-03-24 A reader interactive hardcover textbook that instructs The Cycle Case Number Goal Invention System a system which promotes goal invention Study the system chapter by chapter and perform the mental therapy sport and hobby of goal invention as you become the co author of this textbook This reader interactive textbook *Goal Invention: The Mental Therapy Sport and Hobby* is structured in two halves The first half of this textbook instructs The Cycle Case Number Goal Invention System The second half of the textbook contains the reader interactive *Goal Invention Workbook* entitled *The 10 Cycle Goal Invention Journey* The *10 Cycle Goal Invention Journey* is the preformatted workbook section for you to perform goal invention as a mental therapy sport and hobby while using the systematic procedures of The Cycle Case Number Goal Invention System In *Goal Invention: The Mental Therapy Sport and Hobby* you perform the cycle case number goal invention system and become the Author of this book You are The Cycle Case Number Goal Invention System Author

America's Top Jobs for People Without a Four-Year Degree J. Michael Farr, 2002-06 Offers job descriptions and career planning information for people who choose not to pursue a college degree

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 *America's Top Jobs for People Without College Degrees* J. Michael Farr,1998-05 Contains the most up to date information on growth earnings and trends in major industries providing more than 100 thorough job descriptions Special sections discuss career planning and job search techniques Also includes an appendix with jobs grouped by education and training required **Leddy & Pepper's Conceptual Bases of Professional Nursing** Lucy J. Hood,Susan Leddy,2010 Now in its seventh edition this text provides nurses with a comprehensive overview of the evolving marketplace emphasising the need to develop and maintain sound professionalism **Resumes for Re-entry** C. Edward Good,1993 Helps re entry women write outstanding resumes and conduct an effective job search **Macworld** ,1990 **America's Top White-collar Jobs** J. Michael Farr,2001 White collar fields offer many opportunities for people at all levels of education and training Some jobs in these large rapidly growing areas require advanced education or substantial experience but many others do not For example many sales jobs have unlimited earnings yet do not need lengthy training for entry These and many other occupations 110 in all are described in this book *America's Top Jobs for College Graduates* J. Michael Farr,2001 In a quick and easy to read style this book pinpoints the top 112 jobs with the greatest potential largest number of openings and fastest growth Each position requires at least a four year degree Includes career planning and job search advice **Artist's Market** ,1975 *THE BIG BOOK OF JOBS 2012-2013* McGraw Hill,2011-08-12 Up to date authoritative job information from the most trusted source the U S Department of Labor Does your resume tell employers what they really need to know Which fields are showing the most growth opportunity What is a realistic salary for the job you want Whether you ve recently earned a degree decided to change careers or reentered the workforce after an extended absence is the guide you need to make the right decisions the first time around The Job Seekers Guide provides expert advice on Choosing a career path Building career management skills Researching careers in the information age Writing effective cover letters and polished resumes The Occupational Outlook Handbook offers the latest statistics on Working conditions Employment trends and outlooks Training qualifications and advancement Salary ranges **Occupational Outlook Handbook 2011-2012** U.S. Department of Labor,2011-06-03 The most comprehensive up to date resource available for choosing the career that s right for you When making a decision about your career path it is crucial that you consider any aspect of a job that will affect your future your sense of fulfillment and your bottom line With current statistics from the number one source of job data in America the U S Department of Labor the Occupational Outlook Handbook 2011 2012 is your best choice for researching careers whether you re looking for your first job or contemplating a career change From able seaman to zoologist you ll get vital information about more than 250 occupations including Nature of the work and working conditions Earnings Training qualifications and advancement Job outlook With its vast amount of practical up to date information the Occupational Outlook Handbook is an essential tool for making informed intelligent decisions about your future Did you know Training at a vocational school college or university is increasingly important for getting a job as a travel agent A physician assistant s

working conditions can vary from regular hours in an office setting to long periods of standing in an operating room Accountants and auditors budget officers credit analysts loan officers and underwriters have training and skills similar to those of financial managers Boilermakers often use potentially dangerous equipment such as acetylene torches and power grinders handle heavy parts and work on ladders or on top of large vessels **Editor & Publisher** ,1985-07 Adweek ,2002 Vols for 1981 include four special directory issues **America's Top 300 Jobs** U S Dept of Labor,2004 Provides information on the top three hundred jobs in the United States as identified by the government's Occupational Outlook Handbook with descriptions of each job detailing skills and training requirements salaries working conditions and growth and promotion projections **Machine Design** ,1968 *Geyer's Stationer* ,1906 **America's 101 Fastest Growing Jobs** J. Michael Farr,2004-08 Readers can identify and explore the careers in high demand plus get proven job search advice in this fully updated book by America's premier career and job search author

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