

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

Sebastian Brünink



Resume Template Compare:

The Top Books of the Year Resume Template Compare The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Resume Template Compare : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Resume Template Compare : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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Table of Contents Resume Template Compare

1. Understanding the eBook Resume Template Compare
 - The Rise of Digital Reading Resume Template Compare
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Compare
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Compare
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Compare
 - Personalized Recommendations
 - Resume Template Compare User Reviews and Ratings
 - Resume Template Compare and Bestseller Lists
5. Accessing Resume Template Compare Free and Paid eBooks
 - Resume Template Compare Public Domain eBooks
 - Resume Template Compare eBook Subscription Services
 - Resume Template Compare Budget-Friendly Options
6. Navigating Resume Template Compare eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Compare Compatibility with Devices
 - Resume Template Compare Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Compare
 - Highlighting and Note-Taking Resume Template Compare
 - Interactive Elements Resume Template Compare
8. Staying Engaged with Resume Template Compare

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Resume Template Compare
- 9. Balancing eBooks and Physical Books Resume Template Compare
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Compare
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Compare
 - Setting Reading Goals Resume Template Compare
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Compare
 - Fact-Checking eBook Content of Resume Template Compare
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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