

# 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

**DP Hallahan**



## 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,2010-04-26. 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.

*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

**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

**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 Plan 888 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 *Machine Design* ,1981

**Resumes that Mean Business** David R. Eyer,1990 Guide to writing resumes Includes 75 annotated resumes with the features employers like best and word processing tips **Management Information Systems** Effy Oz,2000 Textbook

**Macworld** ,1990 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 Engineering News-record , **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 **The Computing Teacher** ,1990 **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 resume examples of resumes how to write a good resume job resume how to create a resume create a resume creating a resume how do you make a resume sample resumes best resume best resume format best resumes resume tips resume writing tips the perfect resume resume help resume writing services customer service resume resume services simple resume make a resume professional resume

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**Using WordPerfect in Your Job Search** David Franklin Noble, 1995 A new focused kind of computer book that shows readers how to use the power of WordPerfect to create quality resumes cover letters and other important job search documents Detailed step by step instructions make it easy to create different types of resumes such as combination resumes chronological resumes resumes from templates scannable resumes and hypertext

**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

Public Interest Job Search Guide, 1991

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### **Resume Template Ideas Introduction**

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web a comprehensive set of drawings used in a building construction project these will include not only architect s drawings but structural and other engineering drawings as well working drawings logically subdivide into location assembly and component drawings

**iso and construction iso international organization for** - May 20 2023

web updated on a regular basis to account for climate demographic and social changes iso s standards for construction are developed with input from all stakeholders involved including architects designers engineers contractors owners product manufacturers regulators policy makers and consumers

*cad standards wikipedia* - Apr 07 2022

web cad layer standards most common bs 1192 which relies heavily on the code of procedure for the construction industry aia cad layer guidelines 2nd edition 1997 has a great usage in the usa iso 13567 1 3 international standard common in northern europe aec uk an adaptation of bs 1192 based on uniclass

*an architects guide to architectural drawing archisoup* - Sep 12 2022

web standard architectural drawings there are many types of architectural drawings that are required during the process of designing developing and constructing a building some are used at specific times and stages and others such as the floor and

site plans are continuously evolved and adapted as the project develops

**iso 128 1 2020 technical product documentation tpd** - Jan 16 2023

web this document gives general rules for the execution of technical drawings 2d and 3d as well as presenting the structure of the other parts of the iso 128 series this document is applicable to technical drawing in the fields of mechanical engineering construction architecture and shipbuilding

*iso drafting standards* - Aug 23 2023

web drg directives pdf guidelines for the production of drawing files guidelines for coding iec and iso standards in nisosts pdf these guidelines describe the xml schema as used by iec and iso for the xml versions of published standards taking part resources

*iso 01 100 technical drawings* - Dec 15 2022

web technical drawings in general 01 100 20 mechanical engineering drawings 01 100 25 electrical and electronics engineering drawings including electrical tables diagrams and charts 01 100 27 technical drawings for telecommunications and information technology fields 01 100 30

**iso standards for the architecture industry citation iso** - Feb 05 2022

web iso certification for your architecture practice could deliver you the following benefits compliance with regulations and riba requirements efficient and consistent service to clients greater client satisfaction reduced costs and less waste greater ability to deliver projects on time improved reputation among new and existing clients

iso 128 43 2015 technical product documentation tpd - Jun 21 2023

web iso 128 43 2015 defines two projection methods used in building drawings namely direct orthographic projection method and mirrored orthographic projection method

iso 128 1 2003 technical drawings general principles of - Apr 19 2023

web iso 128 1 2003 is applicable to all kinds of technical drawings including for example those used in mechanical engineering and construction architectural civil engineering shipbuilding etc it is applicable to both manual and computer based drawings

**iso 7519 1991 technical drawings construction drawings** - Feb 17 2023

web technical drawings construction drawings general principles of presentation for general arrangement and assembly drawings iso 7519 1991 a standard is reviewed every 5 years stage 90 92 to be revised 00 preliminary 10 proposal 20 preparatory 30 committee 30 00 1980 12 01

*british standards institution search bsi group* - Aug 11 2022

web bs en iso 4157 3 1999 construction drawings designation systems room identifiers categories drawings construction

technical aspects b 555 construction design modelling and data exchange published standard bs en iso 8560 2019 technical drawings construction drawings representation of modular sizes lines and grids

[bs 8888 2020 bsi](#) - May 08 2022

web the standard covers all of the symbology and information that engineers and designers need to include on their drawings be they manually produced 2d or in 3d created using cad systems and 3d modelling computer aided design

[international iso standard 128 1](#) - Jul 10 2022

web the documents of the iso 128 series are at the top of the hierarchy of iso standards dealing with the graphical execution of technical drawings 5 fundamental requirements technical drawings 2d and 3d are a specific type of communication technical drawings follow the rules of iso tc 10 and shall conform with the following principles

[cad drafting standards facilities planning construction](#) - Mar 06 2022

web some layer attributes in the aia cad guidelines have been predefined by nu fpc with set colors linetypes and specific layer names in order to maximize the printed clarity of archived drawings and to conform to core layer line weight color assignments

**iso 128 wikipedia** - Nov 14 2022

web iso 128 is an international standard iso about the general principles of presentation in technical drawings specifically the graphical representation of objects on technical drawings 1 overview since 2003 the iso 128 standard contains fifteen parts which were initiated between 1996 and 2003