

# STEVEN JACOBS

## PROFESSIONAL TITLE

- 617.281.8327
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- 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 Compare Tutorial

**Yicheng Fang**



## **Resume Template Compare Tutorial:**

**Building the Looking-Glass Resume** Larry Goldsmith,2014-01-10 Building the Looking Glass Resume is a resume solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues **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 Letter of Application and Resume Jackson,Truman H. Jackson,1989 **user's guide 1; microsoft excel** ,1992

**The Software Encyclopedia 2000** Bowker Editorial Staff,2000-05 The Longman Guide to Writing Center Theory and Practice Robert W. Barnett,Jacob S. Blumner,2008 Longman Professional Development Series for Composition The Longman Professional Development Series for Composition grows out of Longman's deep commitment to the discipline and to the people who teach it For many years Longman has been a leader in publishing for the first year composition classroom We are proud to offer this series of useful resources for composition instructors in addition to our distinguished list of handbooks rhetorics readers and other textbooks Covering a wide range of topics the Longman Professional Development Series in Composition offers support for everyone from a seasoned writing program administrator to a brand new teaching assistant or even an undergraduate peer tutor Visit our online community for composition professional development [www.ablongman.com/comp/pro](http://www.ablongman.com/comp/pro) **Comprehensive DOS 5.0/6.0/6.2 with Windows 3.1** Harry L.

Phillips,1994 **SUSE Linux 10 Unleashed** Michael McCallister,2006 SUSE Linux 10 Unleashed presents comprehensive coverage of the latest version of SUSE Linux one of the most popular and most complete Linux distributions in the world

**Landing a Job For Canadians For Dummies** Dawn McCoy,2002-10-01 Finding a new job is an overwhelming prospect for most people no matter how many times you've done it or at what stage of your career you're in Especially in tough job markets when job seekers face tougher screening by recruiters it's crucial to stand out from the crowd in every way from your resume to your interview Whether you're looking for a job in Canada or outside the country the right strategy coupled with expert know how will give you the critical advantage to land your dream job Landing a Job For Canadians For Dummies is for everyone looking for a job Whether you're a newbie fresh out of university or a professional looking to change careers you'll discover how to find your ideal job and create a winning plan for getting it This user friendly guide helps you Decide on a career Develop a strong resume Write memorable cover letters Research jobs and companies Maximize networking skills Land

a job Explore how you can use computers the Internet and e mail in conjunction with tried and true networking and follow ups to cast a discerning net that will catch the leads best suited to your skills and ambitions Landing a Job For Canadians For Dummies includes unique coverage of these and many more helpful topics including Three big questions you need to answer Basic tools for your job hunt Three dependable r sum formats Anatomy of a cover letter The art of gentle persuasion Online job banks Ten big job hunting blunders Exploring other options Four steps to an inspired interview In today s competitive job market the way you present yourself to an employer is just as important as the skills and experience you bring to the table Arm yourself with the tools and strategies you need to find your dream job and put together the winning package r sum cover letter and interview to land it [Intro Dos 5/6/6. 2 Wind 3. 1](#) Phillips H L Staff,1994-03 This introductory text builds the basic computer management skills required of today s Information Systems professionals A useful tool for drawing comparisons between these two very different operating systems *Macromedia Dreamweaver MX* Ruth Guthrie,Louise Soe,2003 Welcome to the latest version of Dreamweaver A revision of the extremely successful first edition this text explores the newest version of Macromedia s powerful software Dreamweaver MX Perfect for beginning programmers **Corel WordPerfect 7 for Windows 95** Gary B. Shelly,Thomas J. Cashman,1997 **Peter Norton's Introduction to Computers** Peter Norton,1997-10 *Personal Computing* ,1989 [Journal of Career Planning & Employment](#) ,1990 [Ajax Programming for the Absolute Beginner](#) Jerry Lee Ford,2009 Learn Ajax the easy way If you are new to programming with Ajax and are looking for a solid introduction this is the book for you Developed by computer science instructors books in the for the absolute beginner series teach the principles of programming through simple game creation You will acquire the skills that you need for more practical programming applications and will learn how these skills can be put to use in real world scenarios Best of all by the time you finish the book you will be able to apply the basic principles you ve learned to the next programming language you tackle [Microsoft Word for Windows](#) Heather Milette Duggan,Peter Norton,1996 **InfoWorld** ,1987 [Communication Catalog 2005](#) Neil Thomson,2004-09 [Career Planning Today](#) C. Randall Powell,1990

## Whispering the Secrets of Language: An Emotional Journey through **Resume Template Compare Tutorial**

In a digitally-driven world wherever displays reign supreme and immediate interaction drowns out the subtleties of language, the profound techniques and psychological nuances concealed within phrases often go unheard. Yet, nestled within the pages of **Resume Template Compare Tutorial** a charming literary prize blinking with fresh emotions, lies an exceptional quest waiting to be undertaken. Published by a skilled wordsmith, this marvelous opus attracts readers on an introspective trip, delicately unraveling the veiled truths and profound impact resonating within ab muscles fabric of each word. Within the psychological depths of the emotional review, we will embark upon a sincere exploration of the book is primary subjects, dissect their fascinating writing fashion, and succumb to the strong resonance it evokes serious within the recesses of readers hearts.

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### **Table of Contents Resume Template Compare Tutorial**

1. Understanding the eBook Resume Template Compare Tutorial
  - The Rise of Digital Reading Resume Template Compare Tutorial
  - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Compare Tutorial
  - 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 Tutorial
  - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Compare Tutorial
  - Personalized Recommendations

- Resume Template Compare Tutorial User Reviews and Ratings
- Resume Template Compare Tutorial and Bestseller Lists
- 5. Accessing Resume Template Compare Tutorial Free and Paid eBooks
  - Resume Template Compare Tutorial Public Domain eBooks
  - Resume Template Compare Tutorial eBook Subscription Services
  - Resume Template Compare Tutorial Budget-Friendly Options
- 6. Navigating Resume Template Compare Tutorial eBook Formats
  - ePub, PDF, MOBI, and More
  - Resume Template Compare Tutorial Compatibility with Devices
  - Resume Template Compare Tutorial Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Resume Template Compare Tutorial
  - Highlighting and Note-Taking Resume Template Compare Tutorial
  - Interactive Elements Resume Template Compare Tutorial
- 8. Staying Engaged with Resume Template Compare Tutorial
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Resume Template Compare Tutorial
- 9. Balancing eBooks and Physical Books Resume Template Compare Tutorial
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Resume Template Compare Tutorial
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Compare Tutorial
  - Setting Reading Goals Resume Template Compare Tutorial
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Compare Tutorial
  - Fact-Checking eBook Content of Resume Template Compare Tutorial

- 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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