

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

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Some rules will apply as discussed above

PROFESSIONAL EXPERIENCE

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- 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.
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175 High-Impact Resumes Richard H. Beatty, 2003-11-20 The ingenious guide to making your resume stand out from the crowd 175 High Impact Resumes Third Edition provides the tools tips and examples you need to build a professional resume that packs a punch It guides you step by step through the process of constructing your resume and highlighting key components while giving you a clear understanding of the design content and overall performance of each part You'll learn how and when to use a variety of resume formats including chronological functional linear and others With 175 hand picked successful resumes of both experienced jobseekers and recent college grads there's definitely a resume here that suits your needs Almost all the resumes in this new Third Edition have been revised and updated to reflect the current thinking and terminology of the employment profession And there's more A new chapter that provides a practical checklist of the do's and don'ts of resume writing Guidelines for preparing a

professional electronic resume Results of an authoritative survey of employment professionals that highlight what employers look for in resumes Resumes across a wide array of occupational areas including administration finance accounting human resources public relations law marketing sales technical services engineering education retail and many more By following the guidelines and model resumes in this invaluable book you can automatically build a highly effective professional resume with wallop Regardless of your level of experience and no matter what industry you're in 175 High Impact Resumes Third Edition will help you get the big interview and land that knockout job

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

A Guidebook of Business Templates, Forms and Tools: First Edition Zakir Ahamed, 2014-07-25 A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management human resource management resumes and interviews lean and six sigma meetings and workshops general management and procurement

Database and Expert Systems Applications Christine Strauss, Gabriele Kotsis, A Min Tjoa, Ismail Khalil, 2021-08-31 This two volume set LNCS 12923 and 12924 constitutes the thoroughly refereed proceedings of the 5th International Conference on Database and Expert Systems Applications DEXA 2021 Due to COVID 19 pandemic the conference was held virtually The 37 full papers presented together with 31 short papers in these volumes were carefully reviewed and selected from a total of 149 submissions The papers are organized around the following topics big data data analysis and data modeling data mining databases and data management information retrieval prediction and decision support

Understanding, assessing, and guiding adaptations in public health and health systems interventions: Current and future directions Roman Aydiko Ayele, Borsika Adrienn Rabin, Catherine Battaglia, Marina McCreight, 2023-07-19

The Career Change Resume Karen Hofferber, Kim Isaacs, 2003-03-22 Written by the official resume advisers to Monster.com this is the ultimate guide to creating life changing resumes The Career Change Resume helps aspiring career changers reinvent themselves by showing them how to transform their resumes The book includes step by step instructions demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters valuable innovative career change tools and strategies and solutions to common problems plaguing career changers

The Ultimate Job Search Richard H. Beatty, 2006 Job seekers and students looking for a career will find the inside scoop on networking interviewing negotiating job offers succeeding on the job and much more to have a big advantage in getting a job quickly Intelligent strategies help readers avoid common job search pitfalls power up their resumes use search firms to their advantage and orchestrate a targeted direct mail campaign The Ultimate Job Search is filled with tools to guide job seekers through the job search process Helpful self assessment exercises allow students to define a job objective Resume writing tips

and formats allow job seekers to create magnetic correspondence Readers gain information on how to shine during the interview receive valuable advice for negotiating a top salary and learn the eight steps to guaranteed success on the job

The Comprehensive Guide to Cybersecurity Careers Jason Edwards,2024-05-14 The Comprehensive Guide to Cybersecurity Careers is the definitive resource for aspiring and established cybersecurity professionals This guide delves deep into the ever changing cybersecurity landscape providing insights into the diverse career paths within the industry From technical roles like security analysts to strategic positions in policy development this book covers a broad spectrum of opportunities in the field It highlights the importance of staying ahead in the cybersecurity arms race emphasizing continuous learning and adaptation to face advanced threats The guide also offers practical advice on essential skills understanding industry trends and the impact of high profile cyber incidents This book is more than a mere information source it s a dynamic tool that evolves with the field and its readers It encourages active engagement and contribution to the cybersecurity community With its focus on building professional networks navigating the hiring process and strategies for career advancement The Comprehensive Guide to Cybersecurity Careers is an invaluable asset for anyone aiming to forge a successful and impactful career in cybersecurity Whether starting fresh or seeking to enhance existing expertise this guide is an indispensable companion in the journey through the complex world of digital security

Key Features

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- Sector specific Cybersecurity Insights** Details cybersecurity challenges and opportunities in various sectors like finance healthcare government and more
- Future Trends and Career Adaptation** Discusses adapting to evolving roles in cybersecurity including the impact of automation AI and the importance of keeping skills relevant in a fast paced industry

WAV features a Behavioral Interview Prep Guide for cybersecurity professionals available from the Web Added Value Download Resource Center at jrosspub.com/wav

Creative Job Search ,2005 **Resumes For Dummies** Joyce Lain Kennedy,1998-05-29 Contains tips

and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume

Career Management for Scientists and Engineers John K. Borchardt, 2000 There are chapters on networking and working with others what to expect from the day to day working world resumes and job hunting BOOK JACKET

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Creative Job Search Brian Lambie, 2002-11 *The Ultimate Job Search*, 1996

Make the Right Career Move Rachele J. Canter, 2006-10-27 Praise for Make The Right Career Move Make the Right Career Move is a wonderful guide for the new age professional This book will help you execute one of the most important decisions in your life and includes practical tips that you will use for the rest of your career Marshall Goldsmith bestselling author of *The Leader of the Future* and *What Got You Here Won't Get You There* This great new book will help thousands of businesspeople find not only a new job but a satisfying career This book is filled with practical tools and exercises that will help the reader identify what they really want from their career write a winning resume and most important of all position themselves for the job Victoria Husted Medvec Adeline Barry Davee Professor of Management and Organizations Kellogg School of Management Northwestern University Executive Director of the Center for Executive Women This is the book that all busy executives need an indispensable guide to finding your ideal job and getting it all in a short action oriented package I highly recommend this book Les Guliasi Director Governmental Relations Pacific Gas Electric Company I have been waiting for a comprehensive and relevant guide to careers that I can recommend to my clients candidates and colleagues Make the Right Career Move provides an up to date approach to navigating careers in our ever changing and challenging workplace Eunice Azzani Senior Client Partner Korn Ferry International In my many years working in the career field here is the first book that guides attorneys and executives on making the right move to their next job career or board position It's action oriented quick to

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