

# 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 Compare Setup

**Daniela Niemeyer**



## Resume Template Compare Setup:

*Basics of LaTeX for Students* Prashant Kulkarni, 2026-03-06 *Basics of LATEX for Students* Why LATEX Beats Microsoft Word for Academic Work is a comprehensive student focused guide designed to help learners master professional academic writing using LATEX Written for an interdisciplinary audience ranging from undergraduate students to doctoral researchers this book explains not only how to use LATEX but why it is the preferred tool for serious academic and research work The book adopts a practical application driven approach guiding readers from fundamental concepts to advanced workflows used in research papers theses dissertations presentations and professional documents Real world examples step by step explanations and discipline neutral templates ensure that readers can immediately apply what they learn across STEM Social Sciences Humanities and Management Studies By emphasizing clarity consistency and efficiency this book empowers students and researchers to focus on content and ideas rather than formatting struggles making it an essential companion for modern academic writing

[Quit Being Average](#) Rohan Kadam, 2025-02-01 This book is your goto resource for navigating the lifechanging transition from education to corporate success The revolutionary techniques ease your transfer and support the development of your professional identity right away When entering the professional world recent graduates frequently feel overwhelmed but this book will help you swiftly realize your full potential Ground breaking revelations that reestablish the connection between academic accomplishment and career success turning you from a student to a corporate professional Every graduate wants to leave their mark and this book gives them the unique spirit they need to do so Your career growth could be accelerated by 200% When someone understands the appropriate movements at the right time the transition from college to the corporate world is smooth This book gives you the selfassurance you need to make a seamless transition and create a stressfree work life Through this book Rohan Kadam a career coach and entrepreneur who has mentored many recent graduates and young professionals globally reveals the keys to corporate success His vast expertise in guiding college students through their corporate journeys comprehending their obstacles and turning them into accomplished professionals has allowed him to condense wisdom We can therefore rely on this link between our academic and professional lives to sow the seeds of corporate competence along the way As you enter the corporate world for the first time you will develop a passion for development and achievement We need a complete mindset shift to transform from a student to a professional and this book covers everything you need to know to succeed in your corporate journey Step boldly from Campus to Corporate Champion

**The Bottom-of-Funnel SEO + LLM Cost Hacker's Guide** İsmail Günaydın, 2025-07-26 Turn every click into revenue and slash AI content costs like a pro The Bottom of Funnel SEO LLM Cost Hacker s Guide is your tactical manual for mastering AI powered SEO and dominating conversion focused content Designed for marketers growth hackers and founders this book shows you how to capture ready to buy search traffic and scale content ops using the smartest Large Language Model LLM hacks In a digital world where everyone s focused on top of funnel fluff this guide goes

deep right where money changes hands What you ll unlock Advanced bottom funnel SEO strategies that convert traffic into transactions How to structure and scale programmatic SEO with AI precision Real world playbooks for slashing LLM content costs while improving quality Prompt engineering secrets for ecommerce SaaS B2B and affiliate content AI powered workflows for briefs outlines CTAs and persuasive copywriting Conversion first optimization schema and internal linking architecture Built for the next wave of content led growth this book is part SEO crash course part AI cost optimizer and 100% no fluff Maximize output Minimize spend Monetize smarter Whether you re a content strategist a solo founder or an SEO consultant this is the competitive edge you ve been looking for **The Think Tank Book** Jonathan Kamin,1984

**Proceedings of Data Analytics and Management** Abhishek Swaroop,Bal Virdee,Sérgio Duarte Correia,Zdzislaw Polkowski,2025-10-28 This book includes original unpublished contributions presented at the International Conference on Data Analytics and Management ICDAM 2025 held at London Metropolitan University London UK during June 2025 The book covers the topics in data analytics data management big data computational intelligence and communication networks The book presents innovative work by leading academics researchers and experts from industry which is useful for young researchers and students The book is divided into ten volumes Sams Teach Yourself Microsoft Office Word 2003 in 24 Hours Heidi Steele,2004 Whether new to Word 11 or upgrading from an earlier version the reader can use the step by step tutorial lessons to accomplish everyday Word tasks Midwest Compute ,1990-06 Introduction to Word 2002 David C. Kuncicky,2002-08 For Freshman or Introductory courses in Engineering and Computer Science ESource Prentice Hall s Engineering Source provides a comprehensive customizable introductory engineering and computing library Featuring over 25 modules and growing ESource allows professors to fully customize their textbooks through the ESource website Professors are not only able to pick and choose complete modules but also custom build a freshman engineering text that matches their content needs and course organization exactly Using the ESource online BookBuild system at www.prenhall.com/esource they can view and select book chapters change the sequence instantly calculate the book s net bookstore price request a free examination copy and generate an ISBN for placing a bookstore order They can also add your own course notes syllabi reference charts or other favorite materials including material from third party publishers ESource Access Card 0 13 090400 7 Include this ISBN when setting up an ESource Bundle **EResumes** Susan Britton Whitcomb,Pat Kendall,2001 An A to Z guide for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job *Science* John Michels (Journalist),2004 **Mastering ThinkTank on the 512K Macintosh** Jonathan Kamin,1986 *InfoWorld* ,1998-11-23 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Visual Basic 5 Unleashed* Rob Thayer,1998 Presents topic by topic coverage of Visual Basic programming The sections of the book break the material into areas of focus starting with development fundamentals It then proceeds through object oriented

programming programming with controls and database tools and techniques *Creative Job Search* Brian Lambie,2002-11

**Instructor's Manual and Key with 3.5 IBM Disk to Accompany PowerPoint 7 for Windows 95** Margaret Marple, Sharon Anne Fisher-Larson, 1997-04-28 The Annotated Instructor's Edition provides the kind of point of instruction assistance you need to enrich your teaching with relevance and effectiveness It's designed to help you meet the diverse needs and learning styles of your students *Byte*, 1983 **Webmaster Career Starter** Joan Vaughn, 1999 Webmaster It's as exciting a career as it sounds And at this point in time it has just about everything going for it Soaring salaries Flexible hours Your choice of locations Work that's out there on the cutting edge of information technology And for the future Opportunities unlimited **Creative Job Search**, 2005 Problem Solving and Programming Concepts Maureen Sprankle, 2003 Ideal for novice and experienced programmers alike this book shows readers how problem solving is the same in all computer languages regardless of syntax Using a step by step generic non language specific approach with detailed explanations and many illustrations it presents the tools and concepts required when using any programming language to develop computer applications A Comparison of Bluetongue and Epizootic Hemorrhagic Disease Virus Replication in Bovine, Ovine and Cervid Endothelial Cells Bridget Elise McLaughlin, 2002

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