

STEVEN JACOBS

PROFESSIONAL TITLE

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- 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

Michael Hoelscher



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,2010-05-25 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.

[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. **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

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 **Resumes that Mean Business** David R. Eyler,1990 Guide to writing resumes Includes 75 annotated resumes with the features employers like best and word processing tips **Machine Design** ,1981 **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 *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

Engineering News-record , **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 *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

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This book delves into Resume Template Ideas. Resume Template Ideas is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Resume Template Ideas, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Resume Template Ideas
 - Chapter 2: Essential Elements of Resume Template Ideas
 - Chapter 3: Resume Template Ideas in Everyday Life
 - Chapter 4: Resume Template Ideas in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Resume Template Ideas. The first chapter will explore what Resume Template Ideas is, why Resume Template Ideas is vital, and how to effectively learn about Resume Template Ideas.
3. In chapter 2, this book will delve into the foundational concepts of Resume Template Ideas. This chapter will elucidate the essential principles that must be understood to grasp Resume Template Ideas in its entirety.
4. In chapter 3, this book will examine the practical applications of Resume Template Ideas in daily life. This chapter will showcase real-world examples of how Resume Template Ideas can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Resume Template Ideas in specific contexts. The fourth chapter will explore how Resume Template Ideas is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Resume Template Ideas. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Resume Template Ideas.

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