

# STEVEN JACOBS

## PROFESSIONAL TITLE

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- 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

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**K Morrison**



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**UNLOCK YOUR DREAM JOB** SHIKHAR SINGH (THE ZENITH), Discover Your True Calling This book helps you figure out what you really want to do not just what you think you should do Boost Your Confidence Learn practical ways to believe in yourself and your abilities making you shine in any interview Craft a Killer Resume Get expert tips and templates to create a resume that recruiters can't ignore Ace Every Interview Master the art of answering tough questions and making a fantastic impression You'll walk into interviews feeling prepared and powerful Uncover Hidden Opportunities Find out how to discover jobs that aren't even advertised yet Network Like a Pro Build valuable connections that can open doors to incredible career paths Negotiate Your Worth Learn strategies to get the salary and benefits you deserve Stop leaving money on the table Simple Step by Step Guide No complicated jargon This book breaks down the job search into easy actionable steps Proven Strategies Based on real world success these methods have helped countless people land their dream roles Invest in Your Future This isn't just a book it's your personal guide to a more fulfilling and successful career Don't miss out on unlocking your potential

*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

**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

**Building Your Career in STEM** Angela Ziebell, Rebecca Yee, 2024-12-04 Are you a science student wondering how to turn your degree into a fulfilling career Or are you a recent

graduate struggling to navigate their options in the post degree world Well this book is your ultimate roadmap to success With practical tips for developing your skills building your network and standing out in a crowded job market you ll be well on your way to a rewarding career in no time This book aims to support all students and graduates in the STEM subjects seeking employment and navigating their first few years in the workplace From finding employment and CV and cover letter writing to networking and improving employability this book covers the essential skills that you need to kickstart your career Also included are helpful insights from successful graduates working in a variety of different careers and more seasoned professionals imparting their hard earned wisdom and more importantly outlining what employers are most looking for in science and technology graduates and how you can maximise your appeal to potential employers and plan for a future beyond university Start building a successful career in STEM by crafting your own professional profile with the help of this book

**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 [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 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 Comprehensive Career Exploration Explores responsibilities necessary skills and qualifications for a wide range of cybersecurity roles from technical positions to management and emerging fields like AI and cloud security Educational Pathways Overview Offers insight into various educational options for cybersecurity including university programs adult professional programs and self study methods emphasizing the importance of lifelong learning

Certification Guidance Details information on essential cybersecurity certifications including a roadmap for obtaining them and a comprehensive list of certifications suitable for beginners and advanced professionals Emphasis on Soft Skills Discusses the importance of soft skills like teamwork critical thinking and stress management in cybersecurity Portfolio Development Provides strategies for building a strong professional portfolio including tips on showcasing problem solving skills gaining credibility and leveraging experiences for career advancement Job Market Navigation Offers practical advice on job search strategies resume tailoring interview preparation and effective use of professional networking LinkedIn Networking Features specific tactics for optimizing LinkedIn profiles for cybersecurity professionals and strategies for engaging with the industry through this platform 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](http://jrosspub.com/wav) **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

**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

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 **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 *Microsoft Office 97 Unleashed* Paul McFedries,1996 Learn how to turn the Office suite into a fully integrated business powerhouse and Internet and Intranet publishing tool Topics include integration concepts the power of Word the versatility of Excel the organization of Access the presentation of PowerPoint and the integration of Outlook The CD contains sample spreadsheets databases projects templates and utilities *Creative Job Search* ,2005 *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 *Communicate!* CRA Staff,1998 *Office Word 2003* Robert T. Grauer,Maryann Barber,2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Job Seeker Secrets** Thomas J. Ferrara,2003 **Getting and Keeping the Job** Val Clark,1999 In what ways is a positive attitude the key to business success How does one assess one s most marketable and transferable job skills What do employers expect in a job applicant or an employee Whether one is looking for one s first job in a technical career field returning to the job market after a lengthy absence or just searching for a more challenging position this book serves as a key to successful job seeking and career advancement This concise well organized book focuses on the self analysis and communication needs of those involved in professional and technical fields who are searching for employment and want to be successful once they ve obtained employment The book s hands on approach provides ample opportunity for self analysis and pre interview preparation The sample resumes letters and interview skills included in the book make this an essential reference for any job seeker and the sections on workplace communication skills make it a vital resource for anyone new to the job Job seekers new employees people wishing to advance their business or technical careers and employers in these fields A Longwood Professional Book **Communicate** Comm. Research Staff,1994-03 **Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound** Robert T. Grauer,Maryann M. Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives

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