

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, 6.5, 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/appx 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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Tonya Molton



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InfoWorld ,2003-01-27 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Nursing Resume Templates and Job Guide by Nurse Sarah Nurse Sarah,2023-11-05 Nursing Resume Templates and Job Guide by Nurse Sarah This updated eBook guide template bundle will walk you step by step through the entire nursing job process You ll learn how to do the following Create a stunning resume and matching cover letter 16 professionally designed templates included with eBook that you will download the instructions on how to download are found in the last chapter Ace your nursing job interview with the most common job interview questions includes sample answers Getting letters of recommendation putting together your nurse portfolio Tips for finding your first nursing job and getting hired fast Tips to transition from nursing student to new nurse talking to doctors common struggles etc Advancing in your career And more see table of contents As an extra bonus you will get in the eBook 3 of Nurse Sarah s cheat sheets common antidotes lab values and medication administration routes abbreviations Nurse Sarah BSN RN is the lead educator for the RegisteredNurseRN brand Her YouTube channel has over 2 6 million subscribers and hundreds of millions of views from around the world

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

Network World ,2003-01-27 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

The 2010 Stable Paul Hawking,Brendan McCarthy,Con Nikakis,2015-05-20 For over 15 years the Stable series has introduced Microsoft Office applications to over 100 000 Australians The 2010 Stable provides an easy to use Australian introduction to the basics of Microsoft Word 2010 Microsoft Excel 2010 Microsoft Access 2010 icrosoft PowerPoint 2010 Covering the four applications with explanations on how they are integrated this manual helps the new user to learn and master the fundamentals of these industry standard applications through concise step by step instructions

How to Do Everything with Microsoft Office Word 2007 Guy

Hart-Davis,2007-06-05 We re getting the word out on how to get the most out of Word 2007 This up to date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007 You will learn to create professional looking documents effortlessly Practical examples and step by step instructions make even the most complex features simple to grasp while workarounds show you how to circumvent common problems

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Machine Design ,1978 **Raising and Loving Him** Tonya Molton,2019-06-19 A single mother at the age of nineteen author Tonya Molton shares how she overcame being just another statistic labeled by society With the love of God and his grace and mercy she prevailed A Christian mother real estate broker life coach writer and inspirational speaker Molton chronicles her story in Raising and Loving Him Based on the wisdom of the Book of Proverbs she offers wide ranging advice for raising a healthy positive and productive male from finances to spirituality relationships real estate credit retirement love and more Through her personal experiences rearing a young man alone Molton describes the importance of properly equipping young boys with the right tools to allow them to move through life proudly and enable them to connect to love Molton understands that motherhood means different things to different people but she believes it means complete self wholeness and the sharing of one s completeness Raising and Loving Him discusses that how until you are whole inside you can t provide what s needed outside to make a young man whole *Expert Resumes for Computer and Web Jobs* Wendy S. Enelow,Louise Kursmark,2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive **Windows 2000 Design & Migration** Rand H. Morimoto,2000-01-20 Deploy Windows 2000 in new environments and legacy networks Get all the expert information you need to successfully migrate your organization to Windows 2000 Industry insider Rand Morimoto s implementation plans and real world examples provide step by step instructions easily overlooked pitfalls to avoid and critical areas that need to be explored to ensure success Paced with tested accurate information Windows 2000 Design Migration covers all major issues from planning designing hardware and LAN WAN infrastructures and designing and managing DNS and server deployment The dozens of critical system level changes from NT 3 51 and 4 0 are also described in detail including the updated version of NTFS new directory services architecture and revamped security framework Design and plan the migration to Windows 2000 in new and existing networks Assemble an effective transition team and realistic budget Develop the hardware and LAN WAN infrastructure Create a robust enterprise Active Directory from scratch Migrate other directory services Exchange v5 5 DDS and domain securities

NT 3 51 4 0 to Active Directory Integrate Windows 2000 into an existing DDS Analyze system performance and conduct accurate site evaluations **Macworld** ,1990 **Conquer Resume Objections** Robert F. Wilson,Erik H. Rambusch,1994-04-04 In a time of profound change in the American marketplace conventional job search methods don t assure success This definitive guide provides a thorough assertive game plan for making sure your candidacy stands out from others seeking the same job Describes how to compose a flexible resume by adjusting emphasis and focus where it s needed how to develop an effective marketing plan and how to overcome resume objections **Interior Design** ,2001 *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 **Exploring Microsoft Office Publisher 2003** Cindy Stevens,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 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 *Computerworld* ,1985-04-15 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **InfoWorld** ,1989

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