

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, 6.5, 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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David Franklin Noble



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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. The Resume.Com Guide to Writing Unbeatable Resumes Warren Simons, Rose

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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 **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

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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

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

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Creative Job Search, 2005 *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 **Encyclopedia of Job-winning**

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