

# STEVEN JACOBS

## PROFESSIONAL TITLE

- 617 281 8327
- steve@filtration.com
- Boston, MA
- www.linkedin.com/in/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, 3.1x, 4.0, 2000, 2003) and UNIX
- Databases:** MS SQL Server (2008, 2005, 2000, 7.0, 6.5, 6.0), MS Access, FoxPro, ODBC, 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
- Remove 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 (bold/underline) 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 Login

**Minjie Lin**

## Resume Template Compare Login:

*50 MICROSAAS STARTUP IDEAS: NICHE SOFTWARE SOLUTIONS FOR PASSIVE INCOME & SIDE HUSTLE*,2025-11-27 Building MicroSaaS Businesses A Practical Guide The book serves as a step by step guide for aspiring entrepreneurs particularly those interested in launching small scale specialized software as a service SaaS products These MicroSaaS ventures are designed to be developed and deployed quickly often by solo founders or small teams without requiring substantial funding or extensive operational infrastructure Rather than focusing on large scale enterprise solutions or complex business models this book emphasizes practical actionable strategies that help entrepreneurs identify niche opportunities leverage modern tools and efficiently bring a product to market The central theme of the book is that entrepreneurs can enter underserved markets by utilizing accessible technologies such as low code platforms APIs and AI services These tools allow for lean highly focused solutions that solve specific problems effectively By following this approach a MicroSaaS business can be launched within weeks tested in real world conditions and iterated upon based on user feedback [The Resume Builder](#) John J. Komar,1980 [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** [The Resume.Com Guide to Writing Unbeatable Resumes](#) Warren Simons,Rose Curtis,2003-08-22 The nation s 1 online resume service offers its exclusive advice on how to craft a winning resume The Resume com Guide to Writing Unbeatable Resumes draws upon the author s considerable expertise as well as the vast Resume com database to arm job seekers with Sample resumes for every profession and job category at every level from entrylevel to executive A comprehensive database of keywords arranged by industry Electronic job hunting advice and strategies with tips on how to make any resume stand out online A detailed Before After resume trouble shooting worksheet Job seekers will also find an exciting added value with this essential text With the purchase of this book they ll be able to receive a free resume consultation with one of Resume com s career consultants [Résumés in Cyberspace](#) Pat Criscito,2000 Updated to help job seekers take full advantage of the latest cyberspace trends and technology this book provides detailed instruction on designing a resume for computer networking Readers will learn to make their resume attention catching scannable and effective in helping them get that job they re seeking They ll also find advice on using the World Wide Web and a variety of commercial on line services to find and land career positions [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 [Career Planning](#) John Barker,Jim

Kellen,1998 This book's aim is to help readers understand how to choose plan and prepare for a career and how to find and land a job in that career The book guides readers through 1 self assessment and career choice 2 development of employability and job readiness and 3 the job search e g resume writing interviewing etc Rather than merely reading about career planning readers actively undergo an individualized career guidance program as they work through the book

Appropriate for anyone interested in career counseling job search and career development     **The Ultimate Job Search**

,1996     **Make the Right Career Move** Rachelle J. Canter,2006-10-27 Praise for Make The Right Career Move Make the Right Career Move is a wonderful guide for the new age professional This book will help you execute one of the most important decisions in your life and includes practical tips that you will use for the rest of your career Marshall Goldsmith bestselling author of The Leader of the Future and What Got You Here Won't Get You There This great new book will help thousands of businesspeople find not only a new job but a satisfying career This book is filled with practical tools and exercises that will help the reader identify what they really want from their career write a winning resume and most important of all position themselves for the job Victoria Husted Medvec Adeline Barry Davee Professor of Management and Organizations Kellogg School of Management Northwestern University Executive Director of the Center for Executive Women This is the book that all busy executives need an indispensable guide to finding your ideal job and getting it all in a short action oriented package I highly recommend this book Les Guliasi Director Governmental Relations Pacific Gas Electric Company I have been waiting for a comprehensive and relevant guide to careers that I can recommend to my clients candidates and colleagues Make the Right Career Move provides an up to date approach to navigating careers in our ever changing and challenging workplace Eunice Azzani Senior Client Partner Korn Ferry International In my many years working in the career field here is the first book that guides attorneys and executives on making the right move to their next job career or board position It's action oriented quick to read and it's not bogged down with theory It provides tested practical tools to help readers get their dream job Martha Fay Africa Managing Director and cofounder Major Lindsey Africa     **175**

**High-Impact Resumes** Richard H. Beatty,1999 Stacking the employment deck in your favor with 175 High Impact Resumes Despite low unemployment today's job market is as competitive as ever which means you can't afford to have a run of the mill resume that will get lost in the shuffle With this invaluable guide you'll learn to write a resume that stands out from the crowd and gets you that all important interview Now completely revised and expanded 175 High Impact Resumes takes you step by step through the process of constructing a tailor made resume highlighting key components and giving you a clear understanding of the design content and overall importance of each part By following the instructions and model resumes in this invaluable book you are virtually guaranteed a professional looking highly effective resume and a tremendous advantage in your job hunting campaign Also now included is new information on preparing electronic resumes for posting on the Internet Here's where you'll find Modern up to date resume formats The new electronic computer scannable resume format

175 hand picked successful resumes representing both experienced job seekers and recent college graduates Samples covering 35 different fields including finance accounting administration public relations law marketing sales engineering education retail and many more Packed with tips and advice from a leading employment authority 175 High Impact Resumes is the key to gaining an advantage in your job hunting campaign

**Writing Resumes that Work** Robert R. Newlen,1998

Accompanying disk contains resume templates The resumes are located in directories corresponding to the appropriate chapter in the book text filenames correspond to sample resumes within that chapter

*Your Career* Julie Griffin

Levitt,1990 Build bridges from classroom to career Practical assignments throughout connect students directly with the business community employers and the Internet This best selling book provides everything students need to gain competitive advantage in the workplace It is ideal for a course on Professional Career Development Job Search Resume Writing and Interviewing Your Career How to Make it Happen provides thorough coverage of career self assessment employer research job search interviewing and career building strategies The text also contains extensive instructions and examples of market driven electronic traditiona and web resumes as well as cover letters

**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

*Communicate!* CRA Staff,1998

**Creative Job Search** Brian Lambie,2002-11

**Communicate**

Comm. Research Staff,1994-03

**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

**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

**Encyclopedia of Job-winning Resumes** Myra Fournier,Jeffrey Spin,1993

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## **Table of Contents Resume Template Compare Login**

1. Understanding the eBook Resume Template Compare Login
  - The Rise of Digital Reading Resume Template Compare Login
  - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Compare Login
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Resume Template Compare Login
  - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Compare Login

- Personalized Recommendations
- Resume Template Compare Login User Reviews and Ratings
- Resume Template Compare Login and Bestseller Lists

5. Accessing Resume Template Compare Login Free and Paid eBooks
  - Resume Template Compare Login Public Domain eBooks
  - Resume Template Compare Login eBook Subscription Services
  - Resume Template Compare Login Budget-Friendly Options
6. Navigating Resume Template Compare Login eBook Formats
  - ePub, PDF, MOBI, and More
  - Resume Template Compare Login Compatibility with Devices
  - Resume Template Compare Login Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Resume Template Compare Login
  - Highlighting and Note-Taking Resume Template Compare Login
  - Interactive Elements Resume Template Compare Login
8. Staying Engaged with Resume Template Compare Login
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Resume Template Compare Login
9. Balancing eBooks and Physical Books Resume Template Compare Login
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Resume Template Compare Login
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Compare Login
  - Setting Reading Goals Resume Template Compare Login
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Compare Login

- Fact-Checking eBook Content of Resume Template Compare Login
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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12, 2019 — The first base of operations for American forces was at Takhli Royal Thai Air force Base, which is located approximately 144 miles northwest of ... House Report 117-391 - MILITARY CONSTRUCTION ... ... military personnel and their families' quality of life is preserved. The total ... Evans, Deputy Chief of Staff of the Army, G9 Sergeant Major Michael A. Ranger Hall of Fame Aug 31, 2023 — Staff Sergeant Robert J. Pruden is inducted into the Ranger Hall of Fame for extraordinary courage and gallantry in action as a Ranger qualified ... On Point: the United States Army in Operation Iraqi Freedom Mar 23, 2003 — On Point is a study of Operation IRAQI FREEDOM (OIF) as soon after the fact as feasible. The Army leadership chartered this effort in a message ... Earth Science: The Physical Setting - 1st Edition - Solutions ... Our resource for Earth Science: The Physical Setting includes answers to chapter exercises, as well as detailed information to walk you through the process step ... Earth Science Review Answers | PDF Teachers Guide and Answer Key. Reviewing Earth Science The Physical Setting Third Edition Thomas McGuire. This CD contains answer keys for the Earth Science The Physical Setting Answer Key Fill Earth Science The Physical Setting Answer Key, Edit online. Sign, fax and printable from PC, iPad, tablet or mobile with pdfFiller □ Instantly. 6u!iias |B3!sAL|C| am The Answer Key for the Brief Review in Earth Science provides answers to all of the questions in the book, including the sample Regents Examinations ... Earth Science The Physical Setting Answer Key: Books Earth Science: Physical Setting, New York Regents Review Practice Tests with Answers and Explanations (Based on NYS Core Guide) 2009-2010 Edition. Earth Science: the Physical Setting: Answer Key 2005 Focusing on the Earth Science content tested on the Regents Examination, this thorough review guide contains extensive vocabulary, review questions, ... Earth Science: The Physical Setting Answer Key (Prentice ... Earth Science: The Physical Setting Answer Key (Prentice Hall Brief Review for the New York Regents Exam) by Prentice Hall - ISBN 10: 0133200353 - ISBN 13: ... Regents Exams and Answers: Earth Science--Physical ... Review questions grouped by topic, to help refresh skills learned in class; Thorough explanations for all answers; Score analysis charts to help identify ... Review Book: Earth Science: The Physical Setting (3 Edition) by T McGuire · Cited by 8 — Record your answers in your Review Book. Be prepared for homework quizzes. The dates for the assignments will be given in class. Earth Science: The Physical Setting (prentice Hall Brief ... Access Earth Science: The Physical Setting (Prentice Hall Brief Review For The New York Regents Exam) 1st Edition Chapter 2 solutions now. Prayers That Rout Demons and Break Curses ... Prayers series, Prayers That Rout Demons and Prayers That Break Curses. This is a powerful, handy reference tool that enables the reader to access Scripture ... John Eckhardt / Prayers That Rout Demons & Break ... Prayers That Rout Demons combines powerful prayers with decrees taken from Scripture to help you overcome demonic influence and opposition ... Prayers that Rout Demons & Break Curses: John Eckhardt Prayers that Rout Demons & Break Curses · John Eckhardt · 4.8 out of 5 stars 171. Hardcover. \$155.19\$155.19. Prayers That Rout Demons by John Eckhardt I break every curse (Balaam) hired against my life in the name of Jesus. ... I break all curses of death spoken by people in authority in my nation over my nation ... Prayers That Rout

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