

# STEVEN JACOBS

## PROFESSIONAL TITLE

 617 281 8327

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 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, 3.1x, 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

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**Joyce Lain Kennedy**

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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 job seekers 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 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 entry level 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.

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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 **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.

**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.

**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.

**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.

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- 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)

**The Resume Builder** John J. Komar, 1980    *Resume Help for Success* Faith M. Davis, 2012-03-19

Having an outstanding resume will make all the difference in your job search. This book will give you the resume help you need so that you can either write your own using the resume tips, resume templates, resume outline, and resume samples provided in this book or outsource the work with the advice provided about professional resume help and the resume builder online. Plus get additional tips on the best resume format, the resume objective and sample cover letters.

[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 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     *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 Resumes** Myra Fournier, Jeffrey Spin, 1993     *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     **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     **Resumes for the Health Care Professional** Kim Marino, 2000-04-13 Over 100 model resumes for doctors nurses therapists technicians dieticians and more Cover letter interview and job search tips Using the Internet online job searching and guidelines Create an impressive winning resume with the bestselling guide to getting a better job in America's fastest growing and fastest changing profession With new technology managed care and other developments the health care profession today is the scene of astonishing change new jobs are being created new skills are needed and job responsibilities are being redefined and expanded For almost a decade Resumes for the Health Care Professional has been the relied upon resource for professionals in health care Now it has been

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

1. Understanding the eBook Resume Template Compare
  - The Rise of Digital Reading Resume Template Compare
  - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Compare
  - 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
  - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Compare
  - Personalized Recommendations
  - Resume Template Compare User Reviews and Ratings
  - Resume Template Compare and Bestseller Lists
5. Accessing Resume Template Compare Free and Paid eBooks
  - Resume Template Compare Public Domain eBooks
  - Resume Template Compare eBook Subscription Services
  - Resume Template Compare Budget-Friendly Options
6. Navigating Resume Template Compare eBook Formats

- ePub, PDF, MOBI, and More
- Resume Template Compare Compatibility with Devices
- Resume Template Compare Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Resume Template Compare
- Highlighting and Note-Taking Resume Template Compare
- Interactive Elements Resume Template Compare

8. Staying Engaged with Resume Template Compare

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Resume Template Compare

9. Balancing eBooks and Physical Books Resume Template Compare

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Resume Template Compare

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Resume Template Compare

- Setting Reading Goals Resume Template Compare
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Resume Template Compare

- Fact-Checking eBook Content of Resume Template Compare
- 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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