

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

Resume Template Compare Returns

Susan Amirian, Eleanor Flanigan



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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 Transforming Writing Instruction in the Digital Age Thomas DeVere Wolsey,Dana L. Grisham,2012-04-26 An innovative practical guide for middle and high school teachers this book is packed with specific ways that technology can help serve the goals of effective writing instruction It provides ready to implement strategies for teaching students to compose and edit written work electronically conduct Internet inquiry create blogs websites and podcasts and use text messaging and Twitter productively The book is grounded in state of the art research on the writing process and the role of writing in content area learning Teacher friendly features include vivid classroom examples differentiation tips links to online resources and reproducible worksheets and forms The large size format facilitates photocopying **InfoWorld** ,1983-08-29 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects Encyclopedia of Job-winning Resumes Myra Fournier,Jeffrey Spin,1993 **Just Resumes** Kim Marino,1997-03-12 Presents 200 job winning r sum samples provides information on using the Internet to conduct a job search and offers tips and techniques for creating an effective r sum *Make Your Resume Talk* Richard A. Hart,2007-02-01 This book contains all the guidelines needed to help you write an advertisement resume that will get you interviews and a job It promotes writing results work statements rather than task and responsibility statements Key features include how to write 1 your heading in relation to space available 2 targeted objectives 3 work statements that use key words and still describe how good you are 4 skill sections that show your level of ability and 5 activities that show your chemistry Make Your Resume Talk is written in sections to help you build or re write your resume and help you tailor your resume to specific jobs Many before and after resumes with individual critiques on different occupations are included to show how to write statements that get attention of potential employers Helpful tips are provided throughout the book to highlight critical information for writing a resume that will talk for you Chapters are provided to cover all aspects of the resume plus special chapters on electronic resumes help for high school college students and the physical attributes of resumes Effective cover letter guidelines with examples are provided as a bonus Personal testimonials are scattered through the book to show you how the guidelines helped other users The success of his approach is shown by this quote from a Senior Corporate Recruiter from Red Hat which stated As a corporate recruiter I view hundreds of resumes daily filed with buzz words tasks and objectives that don t meet the candidate s background These resumes are quickly eliminated The resumes that follow the guidelines outlined in Dick Hart s book that show the depth of the candidate s ability and how well the buzz words apply to their accomplishments are the ones we seriously consider Diligent applicants need to follow his advice and list solid achievements from past current performance **Proceedings** ,1984 **Create Your Digital Portfolio** Susan Amirian,Eleanor Flanigan,2006 Job seekers

students and teachers are discovering the power of using a digital portfolio for job hunting career development teaching and learning This step by step workbook unveils each facet of creating a PDF portfolio providing checklists and worksheets that guide the user through design collection of artifacts development and distribution of a career portfolio through e mail on CD DVD or within a Web site This workbook is graphical using many illustrations of portfolios and screenshots that demonstrate how to use the Adobe Acrobat software to create an easy to transfer showcase of accomplishments Examples of both effective and ineffective portfolios are provided Using Acrobat solves many of the problems of finding the right software for portfolio creation and distribution 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 newly updated to help you take advantage of the opportunities and prepare for the challenges of finding the right job in the new competitive health care industry Featuring a no nonsense proven approach plus valuable inside tips and tricks expressly for the health care industry Resumes for the Health Care Professional provides Examples culled from the author s vast bank of health care resumes including egistered nurses technologists technicians therapists social workers and more Cover letter and thank you samples Special coverage of new job trends in the health care industry and how to take advantage of them Tips on writing the most effective electronic resume Lists of popular Internet career centers and Web sites for health care professionals Job titles and descriptions of key health care professions including health assessment and treating occupations and service technologist technician and diagnosing positions Micro ,1984 **The Job Finder's Guide** Les Krantz,2002 **WordPerfect 6 for Windows** Samantha Penrod,1995 This clear Step by Step Tutorial Makes Learning WordPerfect Windows Easy A Smart Start to learning WordPerfect 6 1 for Windows SmartStart provides a hands on approach to one of the most popular word processing programs available The design of the text is flexible enough to meet a wide variety of needs This text can introduce a student to word processing or it can supplement a student s previous learning The abundant step by step hands on tutorials allow the student to learn independently or within a large lab setting Advanced Microsoft Word 2000 Joanne Marschke Arford,Judy Dwyer Burnside,Nita Hewitt Rutkosky,1999 C/C++ Users Journal ,2003 Kiplinger's Personal Finance ,1986-09 The most trustworthy source of information available today on savings and investments taxes money management home ownership and many other personal finance topics Using UNIX David W. Solomon,Que Corporation,1990 A comprehensive introduction to the versatile UNIX operating system covering basic concepts logging on logging off and

getting mail in addition to common UNIX utilities for efficient system management Includes a complete Command Reference

OLE DB Consumer Templates Pierre Nallet, 2001 OLE DB a set of interfaces for data access is the fundamental building block for Microsoft's strategy for database connectivity This book explains in depth how to use OLE DB templates to help C programmers to get up to speed and to help developers write efficient database applications *Optimizing Scientific Return*

for Astronomy Through Information Technologies Peter Joseph Quinn, Alan Bridger, 2004 Proceedings of SPIE present the original research papers presented at SPIE conferences and other high quality conferences in the broad ranging fields of optics and photonics These books provide prompt access to the latest innovations in research and technology in their respective fields Proceedings of SPIE are among the most cited references in patent literature **MICRO 17**, 1984

Using WordPerfect 6.1 for Windows, Special Edition Gordon McComb, 1994 As a complete reference to WordPerfect 6.1 for Windows this book provides comprehensive coverage of all the new features and enhancements to WordPerfect 6.1 for Windows Includes value added features like Tips Cautions Notes and Troubleshooting which are used throughout the book to help readers learn quick ways to accomplish tasks or avoid pitfalls

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