

# 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

## Resume Template Compare Returns

**Susan Amirian,Eleanor Flanigan**

## Resume Template Compare Returns:

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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 registered 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**

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**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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