

# STEVEN JACOBS

## PROFESSIONAL TITLE

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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 Tutorial

**Peter Norton**

## Resume Template Compare Tutorial:

**Building the Looking-Glass Resume** Larry Goldsmith,2014-01-10 Building the Looking Glass R sum is a r sum solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazole R sum Template and Tutorial to guide you through the r sum building process so you can quickly and confidently create a professional looking r sum with powerful contents Building the Looking Glass R sum is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult r sum concerns questions and technical issues

*Letter of Application and Resume* Jackson,Truman H. Jackson,1989

*The Software Encyclopedia 2000* Bowker Editorial Staff,2000-05

*Free Stuff from America Online* Luanne S. O'Loughlin,Louanne O'Loughlin,1994-11 Written for users around the world FREE TUFF from America Online is the only book that shows you the best that America Online has to offer Jam packed with information never before available this book offers you hundreds of incredible things you can get for your home business career kids hobbies and computer you name it No strings attached

**Administrative Assistant's and Secretary's Handbook** James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals

seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing

Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

*user's guide 1; microsoft excel*,1992

*The Longman Guide to Writing Center Theory and Practice* Robert W. Barnett,Jacob S. Blumner,2008 The Longman Guide to Writing Center Theory and Practice offers in unparalleled breadth and depth the major scholarship on writing

centers This up to date resource for students instructors and scholars anthologizes essays on all major areas of interest to writing center theorists and practitioners Seven sections provide a comprehensive view of writing centers history progress theorizing the writing center defining the writing center s place writing across the curriculum the practice of tutoring cultural issues and technology

*Comprehensive DOS 5.0/6.0/6.2 with Windows 3.1* Harry L. Phillips,1994

**Electronic**

**Resumes & Online Networking** Rebecca Smith,1999 Smith shows how to use the Internet to conduct a better job search in this complete up to date resource guide that reveals where the jobs are how to make resumes available around the clock and how to inform the right people about one s job skills     **Job Hunters' Sourcebook** Amy Darga,2002 Here is the essential updated resource job seekers need to develop a complete strategy for their job searches Alphabetically arranged by career the Sourcebook lists sources of help wanted ads employer directories employment agencies placement services electronic resources and other information sources for 206 specific careers New profiles on high profile careers such as computer and information systems manager desktop publisher and industrial production manager have been added as well Also included are helpful e mail and Web site addresses along with new information on governmental agencies and legal topics to further assist users in their searches     *Journal of Career Planning & Employment* ,1990     **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     Data Sources ,2000     **Macromedia Dreamweaver MX** Ruth Guthrie,Louise Soe,2003 Welcome to the latest version of Dreamweaver A revision of the extremely successful first edition this text explores the newest version of Macromedia s powerful software Dreamweaver MX Perfect for beginning programmers     **Corel WordPerfect 7 for Windows 95** Gary B. Shelly,Thomas J. Cashman,1997     Subject Guide to Books in Print ,1997     **Peter Norton's Introduction to Computers** Peter Norton,1997-10     **Microsoft Word for Windows** Heather Milette Duggan,Peter Norton,1996     **Ajax Programming for the Absolute Beginner** Jerry Lee

Ford,2009 Learn Ajax the easy way If you are new to programming with Ajax and are looking for a solid introduction this is the book for you Developed by computer science instructors books in the for the absolute beginner series teach the principles of programming through simple game creation You will acquire the skills that you need for more practical programming applications and will learn how these skills can be put to use in real world scenarios Best of all by the time you finish the book you will be able to apply the basic principles you ve learned to the next programming language you tackle

**InfoWorld** ,1987

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