

STEVEN JACOBS

PROFESSIONAL TITLE

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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

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Joyce Lain Kennedy, Thomas J. Morrow

Resume Template Compare Open Now:

Action-getting Resumes for Today's Jobs Gary Turbak,1983 After explaining the basic method of building a resume it continues with a chapter on cover letters followed by a large selection of sample resumes *Career Planning and Job Hunting for Today's Student* Edmond Billingsley,1978 Monograph on career planning and job searching techniques for students in the USA covers aptitude testing identification of skills and potential employers interview preparation determining the labour demand of an organization contact and follow up CVs In A Week David McWhir,2012-07-13 The ability to write the perfect CV for a job is crucial to anyone who wants to advance their career Written by David McWhir a leading expert on CVs as both a recruiter and a coach for candidates this book quickly teaches you the insider secrets you need to know to in order write the CV that will get you the job you want The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success Winning Resumes Matthew Greene,1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn't cut it anymore It's too vague too bland and too lackluster It won't sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you'll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There's so much you can copy or adapt **Good words, ed. by N. Macleod** Norman Macleod,1871 **Career Planning Today** C. Randall Powell,1981 **The Railway Conductor** ,1900 Engineering and Mining Journal ,1879 *Investors Chronicle and Money Market Review* ,1889 **Railway News, Finance and Joint-stock Companies' Journal** ,1886 Military Justice United States. Department of the Army,1996 **Graduating Engineer & Computer Careers** ,2001 Congressional Record ,1888 High Impact Resumes and Letters Ronald Louis Krannich,William J. Banis,2006-04-07 More than a resume guide this unique book analyzes today's job market includes self assessment exercises outlines the networking process includes distribution and follow up strategies and addresses 107 key questions *Concordant Version* ,1926 Editor & Publisher ,1956 Special features such as syndicate directories yearbook numbers annual newspaper lineage tabulations etc appear as separately paged sections of regular issues **Electronic Resume Revolution** Joyce Lain Kennedy,Thomas J. Morrow,1994 Answers such questions about writing resumes as Electronics is in Is paper out What are the keywords at the center of the new resume Now that computers read and evaluate resumes is it still useful to personalize mine How do I perform my resume in front of a video camera Technical Report Writing Today Daniel G. Riordan,Steven E. Pauley,2005 Technical

Report Writing Today provides thorough coverage of technical writing basics techniques and applications Through a practical focus with varied examples and exercises students internalize the skills necessary to produce clear and effective documents and reports Project worksheets help students organize their thoughts and prepare for assignments and Focus boxes highlight key information and recent developments in technical communication Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions Annotated student examples more than 100 in all illustrate different writing styles and approaches to problems Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations The four color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities The Ninth Edition offers many new examples exercises samples and articles the latest information on using electronic resumes and documenting electronic sources more on group work and new Ethics and Globalization sidebars that highlight these two important topics in the technical communication field Chapter exercises have been labeled to guide students in various goals You create You analyze You revise and Group In this revision the authors have focused on streamlining and updating key chapters rather than on substantially changing the text s effective organization Chapter 1 Definition of Technical Writing has been thoroughly revised to include complete sections on ethics and globalization Theoretical sections have been updated to include current thinking about the role of communication between people New exercises and examples are included Chapter 2 Profiling Audiences has been completely revised to feature current thinking about defining audiences including an emphasis on the tasks that audiences must perform after reading and a section on creating audience profiles Worksheets have been revised and a section on meeting quality benchmarks has been added Chapter 3 The Technical Writing Process substantially updated offers a current description of the document creation process and includes recent thinking on information design Chapter 6 Designing Pages has been revised and simplified to make the complex process of page design easier for students to grasp Chapter 12 Memorandums and Informal Reports heavily revised now includes more emphasis on and new examples of the IMRD report format The chapter also includes a focus section with an expanded treatment of email Chapter 15 Recommendation and Feasibility Reports presents a new feasibility report created by a small business to determine whether or not to market an item Chapter 18 Oral Presentations now focuses on PowerPoint The theory of oral reports is expanded to include recent criticisms of PowerPoint presentations and advice on creating effective presentations Appendixes include A Brief Handbook Appendix A focusing on the sentence punctuation and mechanics issues most relevant to technical writing and Documenting Sources Appendix B covering the most up to date APA and MLA methods for documenting print and electronic sources The text specific instructor web site features such resources as sample syllabi a transition guide an assessment guide and chapter by chapter teaching suggestions The student site offers additional student samples including web sites built by their peers cha

PRACTICED Explore the foundations of evidence based approaches to coaching A collection of the best papers over the last 15 years from the journal *The Coaching Psychologist* In *Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches* a team of distinguished researchers delivers an insightful and complete handbook for practicing coaches From wellbeing to the workplace coaches of all stripes will find a fulsome discussion of effective methods strategies and frameworks for coaching clients In the book the editors include contributions from leading experts that discuss a wide variety of essential topics in the field including cognitive approaches motivational interviewing solution focused coaching mindfulness approaches narrative coaching and the influence of positive psychology in the field of coaching In this accessible and comprehensive resource readers will also find A thorough introduction to the psychology of coaching including available frameworks In depth examinations of reflective practice and professional development including reflective journaling Comprehensive discussions of wellbeing coaching including health and life coaching Fulsome explorations of workplace coaching including the Lead Learn and Grow Model Perfect for organizational and athletic leaders *Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches* will also earn a place in the libraries of professional coaches managers executives and others

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