

STEVEN JACOBS

PROFESSIONAL TITLE

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 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 Install

Andy Ashdown, Andrew Easton

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Expert Resumes for Computer and Web Jobs Wendy S. Enelow, Louise Kursmark, 2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers demand. Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive **InfoWorld**, 1998-11-23 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people companies and projects *Corel WordPerfect 8 Complete Concepts and Techniques* Gary B. Shelly, Steven G. Forsythe, 1997 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step approach to learning WordPerfect. Covers beginning and advanced skills **The Software Encyclopedia 2000** Bowker Editorial Staff, 2000-05 **Step-by-step Resumes** Evelyn U. Salvador, 2006 A step by step guide to writing an outstanding resume that offers expert tips and practical suggestions for filling in employment gaps using customizable ClipBullets choosing the right keywords and more. Includes a CD with resume templates and worksheets Resumes for Hard Times Bob Weinstein, 1982 **The Interactive Computing Series: Office XP Vol I** Kenneth Laudon, 2001-12-10 The Interactive Computing Series is the Visual Interactive way to develop and apply software skills. This Skills based approach coupled with its highly illustrated 2 page spread design is ideal for the intro CIS course the self paced course or students in non traditional education settings **Microsoft Word 2000** Sarah Hutchinson-Clifford, Sarah E. Hutchinson-Clifford, Glen J. Coulthard, 1999-05 The Advantage Series presents the Why What and How of computer application skills to today's students. Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills *Woody Leonhard Teaches Microsoft Office 97* Woody Leonhard, 1998 Office guru and expert author Woody Leonhard teaches the average users what they need to know about Office. The author writes a 50 000 subscriber newsletter and is an editor with frequent columns in both PC Computing and Office Computing **Installing Software** Andy Ashdown, Andrew Easton, 2001 Essential skills for the information age Master state of the art computer skills quickly and confidently with the Essential Computers series. These clear and concise step by step visual guides are designed to help beginners acquire all the techniques necessary to use today's information technology from word processing and desktop publishing to entertainment and the internet. Installing Software helps you master the basic skills of adding and removing programs on your PC and includes performing complete and custom installs from a CD ROM installing internet downloads using a decompression program downloading and installing a font upgrading using Windows Update using patches to fix problems installing plug ins acquiring driver software and maximizing your hard disk space by uninstalling old programs **Getting Results with Microsoft Office for Windows 95** Microsoft Corporation, 1995 Guide for a set of business productivity applications designed to work together including Microsoft Word Excel PowerPoint Schedule Access

and Microsoft Bookshelf which is made of eight reference volumes **Word 2002 Introductory** Sarah E. Hutchinson-Clifford,Glen J. Coulthard,2001-10 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverageThe primary market is the Introduction to Computing CIS computer literacy course requiring a lab component that covers software applications Other course areas include Adult and Continuing Education Individual Application courses which are one credit hour designed to provide a brief introduction to a single software application **Getting Results with Microsoft Office for Windows 95** Microsoft Version 7.0,1995 Advantage Series: Microsoft Office 2003 Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,Pat Graves,2004-01-05 The Advantage Series presents the Feature Method Practice approach to teaching computer software applications Feature describes the step or command Method shows how to perform it and Practice asks the students to try it themselves This enhances critical thinking skills and provides students and instructors with complete application coverage **Word 2002** Sarah E. Hutchinson-Clifford,Glen Coulthard,2001-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage The primary market is the Introduction to Computing CIS computer literacy course requiring a lab component that covers software applications Other course areas include Adult and Continuing Education Individual Application courses which are one credit hour designed to provide a brief introduction to a single software application Advantage Series: Microsoft Office Word 2003, Complete Edition Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage **Office XP** Sarah E. Hutchinson-Clifford,Glen Coulthard,2001-08 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage **Stepping Thru Ms Office Int03tx** Fulton,Neilsen,2004-04 *Instructor's Manual and Key with 3.5 IBM Disk to Accompany PowerPoint 7 for Windows 95* Margaret Marple,Sharon Anne Fisher-Larson,1997-04-28 The Annotated Instructor's Edition provides the kind of point of instruction assistance you need to enrich your teaching with relevance and effectiveness It's designed to help you meet the diverse needs and learning styles of your students **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

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