

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, 3.1x, 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

**Sarah E. Hutchinson-Clifford, Glen
Coulthard**

Resume Template Compare Install:

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

Engineering and Mining Journal, 1915 **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

The Software Encyclopedia 2000 Bowker Editorial Staff, 2000-05

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 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 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

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

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

Getting Results with Microsoft Office for Windows 95 Microsoft Version 7.0,1995 **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 *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 Teach Yourself Word 97 in 10 Minutes Peter Aitken,1998 Readers will learn to navigate all the functions of Word 97 including how to copy delete and move text quickly create eye catching documents change fonts and add bullets add borders and shade paragraphs and create tables and columns 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

PowerPoint 7.0 for Windows Margaret Marple,Sharon Anne Fisher-Larson,1999-12 PowerPoint 7 for Windows 95 equips students with the skills they need for success using Microsoft PowerPoint in today s hottest computer operating environment An extensive array of exercises teaches and challenges students while illustrations of screens and the accompanying icons help them to follow instructions for hands on practice Students gain real world experience by performing many of the same tasks required in business settings A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles *Word 97 for Law Firms* Payne Consulting Group,1998 Word 97 for Law Firms is dedicated to helping legal professionals get the most gains in productivity and effectiveness possible from their computers and software Readers will quickly and easily learn to increase productivity by using the features of Microsoft Word that address the needs of the legal community The disk contains macros for legal style bullets and numbering sample forms and exercises **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

The Advantage Series: Microsoft Office Word 2003, Brief Edition Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,2003-11-04 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 Complete Book of Electronic Security** Bill Phillips, 2002 Publisher's Note Products purchased from Third Party sellers are not guaranteed by the publisher for quality authenticity or access to any online entitlements included with the product. Install and service all types of electronic security systems like the pros do or should. Whether you're a security professional who needs to know the latest technologies or a homeowner who wants to make smart money saving decisions to protect your home and family. The Complete Book of Electronic Security tells you what you need to know. Bill Phillips, a world renowned security expert has written the most comprehensive and practical guidebook available on installing, buying, selling and troubleshooting electronic security systems. You'll find step by step, crystal clear installation instructions for Intruder and fire alarm systems, Access control systems, Home automation systems, Closed circuit TV, And more. Bill uses over 200 photos, drawings and at a glance tips to make the material easy to understand. For the most complete coverage possible, he also includes Contributions from over a dozen of the world's leading security experts. Practical job finding and career building tips. A sample certification test used in the United States and Canada. Advice on starting and running an electronic security business. A comprehensive glossary and lists of manufacturers, suppliers and associations. The Complete Book of Electronic Security contains a wealth of practical information for security officers, alarm system installers, security consultants, building contractors, locksmiths and homeowners. Written by a top security expert who knows what you would ask and gives direct, easy to understand answers.

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