

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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International Labour Office



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Bulletin ,1895 THE DISCREET INCOME SYSTEM Unknown, The Discreet Income System begins with the question so many people carry quietly inside how can I earn more without exposing myself without rushing and without complicating my life This book speaks to anyone searching for how to make money without showing their face how to create multiple income streams from home without pressure how to earn consistent income without burnout and how to build financial stability even if they feel exhausted introverted or overwhelmed by traditional business advice From the first lines it becomes a calm clear guide for readers who want a practical path toward financial peace emotional balance and a life where money grows silently in the background while they stay focused on what truly matters As you move through these pages you ll discover how to design quiet income systems that protect your privacy how to make money online without talking to anyone how to build digital assets that sell themselves and how to create a routine that supports your mental well being instead of destroying it You ll explore how to stop depending on a single income source how to earn more without feeling exposed how to turn your knowledge into value without fear and how to build a long term plan that feels calm intentional and aligned with who you are This book shows you how to earn money while keeping your life simple how to create a financial foundation without chaos how to avoid the noise of hustle culture and how to make smart decisions even if you ve failed before or don t know where to start Throughout the journey you ll learn how to generate income quietly from home how to develop a discreet side hustle that fits your personality how to earn passive income while maintaining emotional balance and how to choose opportunities that don t require rushing exposure or endless social interaction You ll understand how to build confidence with money little by little how to identify low stress income models that match your strengths how to grow financially even if you re introverted and how to create a step by step plan that doesn t overwhelm you This book also explores how to stop comparing yourself how to organize your financial mind without pressure how to build consistency without burnout and how to earn more while protecting your time your privacy and your peace By the time you reach the last page you ll feel that building discreet income is not only possible but deeply liberating You ll understand that earning more does not require shouting rushing or sacrificing your well being it requires clarity calm strategy and a system created with intention Let this book guide you toward a life where money supports you quietly steadily and without complication reminding you that financial freedom can be soft simple and beautifully aligned with who you truly are **Summary Report**

Climate Monitoring and Diagnostics Laboratory (U.S.),1994 **Systems Analysis** Kevin Bowman,2003-08-20 Taking a step by step approach to systems analysis this book provides a guide to all the essential techniques necessary for successful systems development suitable for HND and first year undergraduate students on computing courses approaching the subject for the first time Two case studies run throughout the text illustrating the real life applications of systems development and a further teaching case study is provided at the end Written in a humourous and lively style students will find this book not

only a valuable learning tool but an entertaining one **SEC Docket** United States. Securities and Exchange Commission,1974-08 **The Transportation Act, 1920** Rogers MacVeagh,1923 *History of the Consulate and the Empire of France Under Napoleon* Adolphe Thiers,1879 **The history of France: from the earliest period to the present time. (including a faithful account of the war with Germany, by T. Wright and lieut-colonel Williams). 3 vols. [in 4 pt.].** Thomas Wright,1871 **The Code of Civil Procedure of the State of New York** New York (State),Rowland M. Stover,1899 **The Commercial & Financial Chronicle and Hunt's Merchants' Magazine** ,1879 **Iron Age** ,1899 **Summary of Annual Reports Under Article 22 of the Constitution of the International Labour Organisation** International Labour Office,1939 **Scientific American** ,1886 **G-2 Weekly Summary** ,1946-05 *Life of Napoleon Bonaparte* William Milligan Sloane,1894 Nature London ,1871 The Building News and Engineering Journal ,1891 Harper's New Monthly Magazine ,1888 Harper s Magazine made its debut in June 1850 the brainchild of the prominent New York book publishing firm Harper Brothers Harper s Magazine the oldest general interest monthly in America explores the issues that drive our national conversation through long form narrative journalism and essays and such celebrated features as the iconic Harper s Index With its emphasis on fine writing and original thought Harper s provides readers with a unique perspective on politics society the environment and culture **Journal of the Royal Society of Arts** ,1874 *Management Engineering* Leon Pratt Alford,1923 Includes section Book reviews

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