

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

Resume Template Compare Tutorial

Pasquale De Marco



Resume Template Compare Tutorial:

Building the Looking-Glass Resume Larry Goldsmith, 2014-01-10 Building the Looking Glass Resume is a resume 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 Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues *Wired Resume Guide, Version 2.0* Cengage South-Western, Tim Krause, 1999-12

Internship Guide Amelia Green, AI, 2025-03-03 Internship Guide offers a comprehensive strategy for students and young professionals aiming to secure internships and convert them into full time jobs This career guide emphasizes internship acquisition through resume building cover letter writing and networking while also focusing on maximizing the internship experience by developing skills and building relationships It highlights that internships have evolved from supplementary learning to crucial proving grounds for potential employees making strategic investment in these opportunities essential for career advancement The book progresses systematically guiding readers through the entire internship process from understanding the current internship market to crafting compelling applications and acing interviews Readers will find actionable advice on making strong first impressions effective communication problem solving and time management The guide uniquely emphasizes converting internships into full time offers by showcasing achievements networking with decision makers and negotiating compensation By providing real world examples and data this book substantiates the argument that internships are strategic investments It distinguishes itself by offering a step by step approach to excelling and leveraging internships for future career opportunities The book's structure and content are designed to equip readers with the tools and insights needed to navigate the competitive internship landscape effectively and achieve long term career success *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 [Peter Norton's Introduction to Computers Office 97 Tutorial with 3. 5 IBM Disk](#) Peter Norton,1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson **Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version **Revenue Streams That Last: Creating Income Sources That Don't Dry Up** Ajah Excel ,2025-01-24 In an ever changing market the secret to financial stability and growth is building revenue streams that stand the test of time Revenue Streams That Last Creating Income Sources That Don't Dry Up is your essential guide to designing and sustaining income generating models that provide consistent value and long term profitability This book dives deep into strategies for entrepreneurs business owners and innovators who want to establish resilient revenue sources It explores how to diversify income adapt to market trends and create offerings that continue to deliver value year after year What you'll discover The foundations of creating evergreen products and services How to identify and tap into recurring revenue opportunities like subscriptions and memberships Strategies for leveraging intellectual property licensing and royalties Techniques for scaling passive income without sacrificing quality Case studies of businesses that turned single sales into sustainable revenue streams Whether you're launching a new venture or looking to strengthen an existing one Revenue Streams That Last equips you with the tools to future proof your income and ensure financial stability Stop chasing short term gains and start building a revenue strategy that works for the long haul With this book you'll learn how to create income sources that not only thrive but endure [Engineering Production-Grade Shiny Apps](#) Colin Fay,Sébastien Rochette,Vincent Guyader,Cervan Girard,2021-09-28 From the Reviews This book contains an excellent blend of both Shiny specific topics and practical advice from software development that fits in nicely with Shiny apps You will find many nuggets of wisdom sprinkled throughout these chapters Eric Nantz Host of the R Podcast and the Shiny Developer Series from the Foreword This book is a gradual and pleasant invitation to the production ready shiny apps world It exposes a comprehensive and robust workflow powered by the golem package It fills the not yet covered gap between shiny app development and deployment in such a thrilling way

that it may be read in one sitting In the industry world where processes robustness is a key toward productivity this book will indubitably have a tremendous impact David Granjon Sr Expert Data Science Novartis Presented in full color Engineering Production Grade Shiny Apps helps people build production grade shiny applications by providing advice tools and a methodology to work on web applications with R This book starts with an overview of the challenges which arise from any big web application project organizing work thinking about the user interface the challenges of teamwork and the production environment Then it moves to a step by step methodology that goes from the idea to the end application Each part of this process will cover in detail a series of tools and methods to use while building production ready shiny applications Finally the book will end with a series of approaches and advice about optimizations for production Features Focused on practical matters This book does not cover Shiny concepts but practical tools and methodologies to use for production Based on experience This book is a formalization of several years of experience building Shiny applications Original content This book presents new methodologies and tooling not just a review of what already exists Engineering Production Grade Shiny Apps covers medium to advanced content about Shiny so it will help people that are already familiar with building apps with Shiny and who want to go one step further [Beginner Level Prompts](#) Plug and Play Prompts,2025-10-26 Struggling to Get Good Results from AI Tools You re Not Alone Most people know AI tools like ChatGPT and MidJourney exist but they don t know how to use them effectively You type something in get mediocre results and wonder what all the hype is about The secret It s all about the prompts This book gives you 1 100 proven beginner friendly prompts that actually work so you can start getting impressive results from AI today even if you ve never used these tools before What s Inside 1 100 Ready to Use Prompts Just copy paste and customize 10 Essential Topics Covering everything from content creation to business planning 100 Subcategories Find exactly what you need fast Zero Experience Required Written for complete beginners Topics Covered AI Art MidJourney Create stunning visuals Content Creation Marketing Write better content faster Business Entrepreneurship Plan strategize and grow Freelancing Side Hustles Start earning with AI Education Learning Study smarter learn faster Programming Tech Code without being a developer Building Websites Apps Bring your ideas to life Travel Adventure Plan unforgettable trips Video Creation Produce engaging content AGI Brain Computer Interfaces Explore cutting edge tech Perfect for Content creators who need fresh ideas daily Small business owners wanting to automate tasks Students looking to study more effectively Freelancers adding AI to their skillset Anyone curious about AI but unsure where to start Why This Book Works Unlike generic AI guides this book gives you specific actionable prompts you can use immediately No fluff no theory just prompts that get results Each prompt is Beginner friendly Easy to understand and use Practical Solves real problems Customizable Adapt to your specific needs Bonus Free Interactive Tool Get lifetime access to our web based prompt library at plugnplayprompts.com with Easy filtering by topic and subcategory Instant search across all prompts One click copy functionality Stop Struggling Start Creating AI doesn t have to be complicated With the right prompts you can

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Hardware/Firmware Interface Design Gary Stringham,2009-10-31 Why care about hardware firmware interaction These interfaces are critical a solid hardware design married with adaptive firmware can access all the capabilities of an application and overcome limitations caused by poor communication For the first time a book has come along that will help hardware engineers and firmware engineers work together to mitigate or eliminate problems that occur when hardware and firmware are not optimally compatible Solving these issues will save time and money getting products to market sooner to create more revenue The principles and best practices presented in this book will prove to be a valuable resource for both hardware and firmware engineers Topics include register layout interrupts timing and performance aborts and errors Real world cases studies will help to solidify the principles and best practices with an aim towards cleaner designs shorter schedules and better implementation Reduce product development delays with the best practices in this book Concepts apply to ASICs ASSPs SoCs and FPGAs Real world examples and case studies highlight the good and bad of design processes

Creo Parametric 5.0 Advanced Tutorial Roger Toogood,2018 The purpose of Creo Parametric 5 0 Advanced Tutorial is to introduce you to some of the more advanced features commands and functions in Creo Parametric Each lesson concentrates on a few of the major topics and the text attempts to explain the why s of the commands in addition to a concise step by step description of new command sequences This book is suitable for a second course in Creo Parametric and for users who understand the features already covered in Roger Toogood s Creo Parametric Tutorial The style and approach of the previous tutorial have been maintained from the previous book and the text picks up right where the last tutorial left off The material covered in this tutorial represents an overview of what is felt to be the most commonly used and important functions These include customization of the working environment advanced feature creation sweeps round sets draft and tweaks UDFs patterns and family tables layers Pro PROGRAM and advanced drawing and assembly functions Creo Parametric 5 0 Advanced Tutorial consists of eight lessons A continuing theme throughout the lessons is the creation of parts for a medium sized modeling project The project consists of a small three wheeled utility cart Project parts are given at the end of each lesson that utilize

functions presented earlier in that lesson Final assembly is performed in the last lesson *Culinary Arts* Tracy Brown Hamilton, 2019-07-12 Welcome to the culinary arts field If you re interested in a career in culinary arts you ve come to the right book So what exactly do these people do on the job day in and day out What kind of skills and educational background do you need to succeed in these fields How much can you expect to make and what are the pros and cons of these various fields Is this even the right career path for you How do you avoid burnout and deal with stress This book can help you answer these questions and more This book which includes interviews with professionals in the field covers five main areas of this field that have proven to be stable lucrative and growing professions ChefsPop up and traditional restaurant owners CaterersMedia and art related careersBakers [Side Hustles That Actually Make Money: Passive vs. Active Income](#) Ikechukwu Kelvin Maduemezia, 2025-08-19 Not all side hustles are created equal some drain your time while others build wealth quietly in the background Side Hustles That Actually Make Money helps you separate hype from reality by exploring proven opportunities that deliver results This book breaks down the difference between active hustles like freelancing or driving for rideshare apps and passive ones like digital products investments or rental income With real world examples income breakdowns and practical steps to get started you ll learn how to choose the right hustle based on your skills resources and lifestyle goals It s not about chasing every shiny trend it s about focusing on sustainable profitable options that fit your long term vision Whether you need extra cash to pay off debt or want to build financial independence this book equips you with the knowledge to pick side hustles that truly pay off **Practical Guide to Data Migration with SAP S/4HANA Migration Cockpit** Uche Nnene, 2020-04-03 If you work in a company that uses SAP or other non SAP ERP systems and are looking at migrating to the latest digital core from SAP whether the cloud or on premise edition then this book is for you Explore your options for transitioning to SAP S 4HANA Walk in detail through the phases of a data migration project using SAP Activate methodology Identify SAP rapid data migration best practices for SAP S 4HANA with SAP Data Services Learn about methods for migrating data to a new SAP implementation scenario as well as the SAP Data Services architecture that deals with the process of extraction transformation and load ETL of data Examine the steps required to execute the migration within the ETL stages and how SAP Data Services can be extended to meet additional migration needs Take a deep dive into SAP S 4HANA migration cockpit and SAP S 4HANA migration object modeler Walk through the steps required for migrating data from source systems to SAP S 4HANA on premise or cloud edition using the preconfigured data migration objects delivered by SAP Delve into the process of creating a migration project and generating the upload template as well as the steps for uploading and validating the data including error handling Review the various migration options and tools available for migrating your legacy data to SAP S 4HANA on premise or cloud edition Data migration scenarios and tools for moving data to S 4HANA Plan an S 4HANA data migration using SAP Activate methodology Step by step guide for using S 4HANA migration cockpit and S 4HANA migration object modeler Evaluate S 4HANA migration tools [Blueprint](#)

for a Job Center at Your Library Bernice Kao, Megan Pittsley-Fox, 2013-12-16 This unique book covers the who what when where why and most important the HOW of creating a career center or jobseeker program in a public library Blueprint for a Job Center at Your Library provides a practical down to earth guide for library staff who wish to better meet one of their patrons most pressing needs The book covers everything from program planning for classes workshops and special events to career advising resources and facilities recruiting personnel funding outreach and promotion and program evaluation The authors share a plethora of tips and tricks that can be customized to enable even small public libraries to offer job search help Real life examples and case studies from across the United States show the blueprint in action Even those who already have a job center in their library will learn about forming resourceful partnerships gain new ideas for funding sources and discover innovative services they can provide easily and affordably

Word 2023: Your Step-by-Step Guide Pasquale De Marco, 2025-05-15 In today s digital world effective communication is more crucial than ever and Microsoft Word remains the gold standard for creating polished professional documents Word 2023 Your Step by Step Guide is the ultimate resource for individuals and professionals seeking to unlock the full potential of this powerful word processing software Written in a clear engaging style and tailored specifically for an American audience this comprehensive guide takes you on a journey through the vast capabilities of Word 2023 From navigating the intuitive interface to mastering advanced techniques you ll discover how to craft stunning documents that captivate and inspire Whether you re a seasoned Word user looking to refine your skills or a beginner eager to learn the basics this book is meticulously designed to meet your needs Delve into the intricacies of text editing and formatting explore the art of collaboration and sharing and uncover the secrets of automating tasks and troubleshooting common issues like a pro With its emphasis on real world examples and practical applications this guide is more than just a manual it s an invitation to transform your words into works of art Whether you re crafting business proposals academic papers or personal memoirs you ll find the tools and techniques you need to communicate your ideas with clarity impact and sophistication Unlock the power of templates and macros to streamline your workflow explore the advanced features that make Word 2023 the go to choice for professionals and discover the hidden gems that will elevate your documents to the next level Join the countless individuals and professionals who have mastered the art of document creation with Word 2023 Get your copy of Word 2023 Your Step by Step Guide today and embark on a transformative journey that will redefine your productivity and creativity If you like this book write a review on google books

Creo Parametric 7.0 Advanced Tutorial Roger Toogood, 2020-09 The purpose of Creo Parametric 7 0 Advanced Tutorial is to introduce you to some of the more advanced features commands and functions in Creo Parametric Each lesson concentrates on a few of the major topics and the text attempts to explain the why s of the commands in addition to a concise step by step description of new command sequences This book is suitable for a second course in Creo Parametric and for users who understand the features already covered in Roger Toogood s Creo Parametric Tutorial The style and approach of the previous tutorial have

been maintained from the previous book and the text picks up right where the last tutorial left off The material covered in this tutorial represents an overview of what is felt to be the most commonly used and important functions These include customization of the working environment advanced feature creation sweeps round sets draft and tweaks UDFs patterns and family tables layers Pro PROGRAM and advanced drawing and assembly functions Creo Parametric 7 0 Advanced Tutorial consists of eight lessons A continuing theme throughout the lessons is the creation of parts for a medium sized modeling project The project consists of a small three wheeled utility cart Project parts are given at the end of each lesson that utilize functions presented earlier in that lesson Final assembly is performed in the last lesson

Nursing Today - E-Book JoAnn Zerwekh,Ashley Zerwekh Garneau,2013-08-07 A student favorite for its easy to read style real life applications and humorous cartoons Nursing Today Transition and Trends 7th Edition helps you make a successful transition from student to practicing nurse It covers the profession s leading issues and opportunities ensuring that you graduate not only with patient care skills but with career development skills including resume writing finding a job and effective interviewing Test taking tips and strategies prepare you for the NCLEX RN exam and discussions of communication and management issues prepare you to succeed in the workplace In this edition well known educator JoAnn Zerwekh and coauthor Ashley Zerwekh Garneau provide the latest information on nursing issues and trends including health care reform patient safety collective bargaining and emergency preparedness Thorough coverage prepares you for a professional nursing career by including all of the most important issues faced by the new nurse An engaging presentation features lively cartoons chapter objectives bibliographies and colorful summary boxes Critical Thinking boxes are located in every chapter with relevant questions and exercises to apply what you have learned to clinical practice Evidence Based Practice boxes focus on the research evidence that supports clinical practice Real life scenarios in each chapter illustrate and personalize the chapter topics An emphasis on making the transition into the workplace is included in chapters such as NCLEX RN and the New Graduate Employment Considerations Opportunities Resumes and Interviewing and Mentoring and Preceptorship A companion Evolve website includes Case Studies for every chapter test taking strategies a sample NCLEX test tutorial a sample NCLEX exam appendices and resume builder templates for creating professional resumes and cover letters

Nursing Today - Revised Reprint - E-Book JoAnn Zerwekh,Ashley Zerwekh Garneau,2013-10-15 A student favorite for its easy to read style real life applications and humorous cartoons Nursing Today Transition and Trends 7th Edition Revised Reprint helps you make a successful transition from student to practicing nurse It covers the profession s leading issues and opportunities ensuring that you graduate not only with patient care skills but with career development skills including resume writing finding a job and effective interviewing Test taking tips and strategies prepare you for the NCLEX RN exam and discussions of communication and management issues prepare you to succeed in the workplace In this edition well known educator JoAnn Zerwekh and coauthor Ashley Zerwekh Garneau provide the latest information on nursing issues and trends including health care reform patient safety

collective bargaining and emergency preparedness Thorough coverage prepares you for a professional nursing career by including all of the most important issues faced by the new nurse An engaging presentation features lively cartoons chapter objectives bibliographies and colorful summary boxes Critical Thinking boxes are located in every chapter with relevant questions and exercises to apply what you have learned to clinical practice Evidence Based Practice boxes focus on the research evidence that supports clinical practice Real life scenarios in each chapter illustrate and personalize the chapter topics An emphasis on making the transition into the workplace is included in chapters such as NCLEX RN and the New Graduate Employment Considerations Opportunities Resumes and Interviewing and Mentoring and Preceptorship A companion Evolve website includes Case Studies for every chapter test taking strategies a sample NCLEX test tutorial a sample NCLEX exam appendices and resume builder templates for creating professional resumes and cover letters

Nursing Today - Revised Reprint JoAnn Graham Zerwekh,Ashley Zerwekh Garneau,2013-01-01 A student favorite for its easy to read style real life applications and humorous cartoons Nursing Today Transition and Trends 7th Edition Revised Reprint helps you make a successful transition from student to practicing nurse It covers the profession s leading issues and opportunities ensuring that you graduate not only with patient care skills but with career development skills including resume writing finding a job and effective interviewing Test taking tips and strategies prepare you for the NCLEX RN exam and discussions of communication and management issues prepare you to succeed in the workplace In this edition well known educator JoAnn Zerwekh and coauthor Ashley Zerwekh Garneau provide the latest information on nursing issues and trends including health care reform patient safety collective bargaining and emergency preparedness Thorough coverage prepares you for a professional nursing career by including all of the most important issues faced by the new nurse An engaging presentation features lively cartoons chapter objectives bibliographies and colorful summary boxes Critical Thinking boxes are located in every chapter with relevant questions and exercises to apply what you have learned to clinical practice Evidence Based Practice boxes focus on the research evidence that supports clinical practice Real life scenarios in each chapter illustrate and personalize the chapter topics An emphasis on making the transition into the workplace is included in chapters such as NCLEX RN and the New Graduate Employment Considerations Opportunities Resumes and Interviewing and Mentoring and Preceptorship A companion Evolve website includes Case Studies for every chapter test taking strategies a sample NCLEX test tutorial a sample NCLEX exam appendices and resume builder templates for creating professional resumes and cover letters Completely revised chapter on Mentorship Preceptorship and Nurse Residency Programs complete with new relevant websites online resources and integrated recommendations from the 2010 Institute of Medicine Completely revised chapter on NCLEX RN Examination and the New Graduate complete with the 2013 NCLEX RN Detailed Test Plan Health care reform is covered in the Economics of the Health Care Delivery System chapter including the Patient Protection and Affordable Care Act of 2010 and the new Patient Bill of Rights as they apply to health care delivery

and cost Updated Health Care Organization and Patterns of Nursing Care Delivery chapter covers the results of managed care and explains the p4p pay for performance payment system eliminating payment for medical errors as urged by the Institute of Medicine and the collaboration at all levels of care to prevent medical errors and improve quality of care A chapter on collective bargaining and unions covers the creation in 2009 of the largest union and professional organization of registered nurses the National Nurses United NNU and related issues Updated Emergency Preparedness chapter covers The World Health Organization s WHO global pandemic influenza plan and its relation to public health and immunization Coverage of QSEN and Patient Safety includes not only Quality and Safety Education for Nurses but also the National Patient Safety Foundation and the Institute of Medicine competencies related to patient safety as well as better communication among health care providers quality improvement and guidelines from The Joint Commission Coverage of evidence based practice includes management protocols and interventions used as the basis for clinical outcomes

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