

PAIGE HACHET JACOB

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WRITER CANDIDATE

CORE COMPETENCIES

- | | | | |
|---------------|---------------------|------------------|---------------|
| - Blogging | - Creative Strategy | - Press Releases | - Team Player |
| - Copywriting | - Creative Writing | - Proofreading | - Resourceful |

SUMMARY

Experienced communications professional and committed local volunteer with strong writing, editing, and marketing abilities.

- Supported the Strategy and Fundraising Committee for the Raleigh/Wake Partnership to End and Prevent Homelessness by collaborating on ideas to secure grants and donations, resulting in a 22% increase of \$754,661.
- Helped grow Designed For Joy (DFJ) donorship by 30% through the “Become a JOYner” campaign that began August 2021.
- Produced a press release announcing the DFJ Partnership with Shield NC in an Employer Training Program. As a result, Spectrum News ran a full story on this topic across the NC viewing area.

EXPERIENCE

Contract Copyeditor/Proofreader

Blend Media Boutique/The North Carolina Pediatric Society, Raleigh, NC **July 2023-August 2023**

- Collaborated with two copyeditors and the book designer under a tight two-week deadline to produce “Fifty Years of Advocacy,” a 304-page book by the North Carolina Pediatric Society.
- Copyedited 73 commentaries written by NC pediatricians and medical professionals and proofread final text.
- Edited text to correct widows and bad line breaks and ensured consistency throughout entire book.

Marketing and Communications Volunteer

2019 to present

Designed For Joy, Raleigh, NC

- Develops fundraising ideas and communication projects with the volunteer marketing communications team resulting in a sustainer donation campaign called Be a Joyner, which grew 30% in monthly donors since the campaign began in August 2021.
- Provides editorial support by writing press releases announcing Designed For Joy news and projects/partnerships, as well as blog articles for their website.
- Recently appointed co-chair to the DFJ marketing communications committee, which became a million-dollar nonprofit this year.

Board Member & Board Secretary**2019-2022****The Raleigh/Wake Partnership to End and Prevent Homelessness, Raleigh, NC**

- Nonprofit designed to increase the effectiveness of community partners through education, data, and advocacy to end homelessness. The dedicated staff and board helped secure \$754,661 in 2022 funding, a 22% increase from previous years, marking the first significant increase for the Wake County Continuum of Care in over five years.
- Documented meeting notes in detail over the three-year period.
- Supported the Strategy and Fundraising Committee by collaborating on ideas to secure grants and donations, resulting in a 22% increase of \$754,661.
- Collaborated with a fellow board member to interview community leaders as research to help determine where our organization needed improvements and where we excelled.
- Helped write the 2020-2021 Impact Report.

Marketing Committee Volunteer**2019-2022****Read and Feed, Cary, NC**

- Provided editorial and administrative services to this nonprofit that serves more than 650 children annually.
- Wrote articles as needed, many of which were published online and in the 2021 Read and Feed Annual Report.
- Edited and proofread prospective donor letters to increase fundraising revenues, ensuring the timely and accurate accounting of the organization's efforts, resulting in continuous donor support.

Medical Transcriptionist**2017-2018****iScribes, Durham, NC**

- Professional virtual medical scribe, specializing in orthopedics.
- Transcribed approximately 60 digitally recorded orthopedic patient visits a week and updated electronic medical records with background information and procedural results.

Elementary Teacher's Assistant**2012-2017****Alston Ridge Elementary School, Cary, NC**

- Worked with lead teachers to instruct and motivate approximately 150 first grade students.
- Performed clerical duties as needed for lead teacher and in the main office.

Preschool Teacher's Assistant**2005-2006****St. James Weekday School, Raleigh, NC**

- Collaborated with the lead teacher to prepare daily class lessons.
- Supervised and led 12 three-year-old students in educational instruction and activities, which helped prepare students for kindergarten.

Senior Editor**1999-2004****Signature Publishing Inc., Raleigh, NC**

- Researched assigned topics, hired freelance writers for feature pieces, wrote short articles, and edited copy for *Life Health* publications.
- Held dual roles as contributing writer/editor for *City Facts* and *Newcomer* magazines.
- Promoted to Senior Editor.

EDUCATION	OTHER SKILLS
Western Carolina University - Bachelor of Science Major – Radio and Television Production Minor – Writing and Editing	- MS Office - Zoom - Consistently meets deadlines - Technical writing