

Nico Mara-McKay

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Highlights and Qualifications

A dedicated and dynamic professional with a proven track record in editing, content creation, and academic leadership. Combines creativity with a meticulous approach to ensure the highest quality in written materials. Excited to bring a wealth of experience and skills to contribute to a dynamic editorial team.

Education

- 2020–2023 Doctor of Philosophy in History, University of Toronto (left incomplete)
- 2019–2020 Master of Arts in History, University of Guelph
- 2015–2019 Honours Bachelor of Arts with High Distinction in History, University of Toronto

Work Experience

Writer and Editor, Freelance (Toronto, ON) June 2010–Present

- Experience in community news, journalism, content writing, and literary journalism
- Online marketing, social media, and newsletter management for various publications, demonstrated skill in increasing subscribership and engagement
- Proficient in developmental editing, copy editing, and proofreading for multiple magazines and private clients

Live Transcriber, George Brown College (Toronto, ON) Nov. 2023–Present

- Accurate and detailed live transcription of college lectures for Deaf and hard of hearing students
- Copy editing of transcriptions for various subjects, including calculus, computer programming, architecture, nursing, dentistry, and English language learning

Lead Writing TA, University of Toronto (Toronto, ON) Jul. 2022–Apr. 2023

- Developed training and programming for teaching assistants and professors to integrate writing assignments into pedagogical frameworks
- Improved students' understanding of expectations and writing capacity, contributing to grade improvement

Teaching Assistant, University of Toronto (Toronto, ON) Sept. 2021–Apr. 2023

- Designed, developed, and delivered programming using inclusive design for undergraduate students that covered course materials, academic writing, and editing
- Evaluated student work and provided guidance for improvement

Teaching Assistant, University of Guelph (Guelph, ON) Sept. 2019–Aug. 2020

- Held office hours to assist undergraduate students in preparing their assignments
- Evaluated work and provided them guidance for improvement

Copy Editor, *Broken Pencil Magazine* (Toronto, ON) June 2016–Nov. 2020

- Copy edited a quarterly independent arts and culture magazine
- Developed an in-house style guide and lexicon

Senior Business Analyst, CIBC (Toronto, ON) Nov. 2003–June 2010

- Oversaw user verification for 14,000 head office employees across all lines of business, and successfully incorporated more than 60 applications into the user verification process, which enhanced efficiency through the development of a custom-built database
- Managed detailed documentation of business and system requirements, process flows, and data models, and streamlined the monthly exception process for 20,000 branch employees, reducing risk exposure
- Managed productivity reporting, employee staffing, absenteeism reporting, and workflow reporting for a dozen teams across four departments
- Developed training programs for new staff in three different roles and provided clear guidelines for report generation, user administration, and user verification

Select Volunteer Experience

Communications Committee, ArQuives	Sept. 2023–Present
Canadian Historical Association Representative (elected)	Sept. 2020–Aug. 2023
Co-organizer, Convergences: York-U of T History Conference	Sept. 2020–Apr. 2021
History General Director, Graduate Student Association (elected)	Sept. 2019–Apr. 2020
Secretary, Historical Studies Society, U of T (elected)	Sept. 2019–Apr. 2020
Marketing Director, Historical Studies Society, U of T (elected)	Sept. 2017–Apr. 2018
Volunteer Coordinator, OUT, U of T (elected)	Sept. 2016–Apr. 2017

Skills

- Proficient in a range of software and tools including Google Suite, Microsoft Office, HTML, CSS, PHP, Adobe InDesign, Adobe Acrobat, Canva, WordPress, SEO, digital newsletters, and social media marketing
- Familiarity with marketing tools like MailChimp, Constant Contact, and project management tools like Slack and Basecamp
- Experience in data analysis and advertising through Google Analytics, Google Ads, and Facebook Ads