

Nico Mara-McKay

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Highlights and Qualifications

- More than ten years writing and editing literary and trade publications, digital and print magazines; communications, web content, and social media marketing
- Demonstrated skill in digital and oral communications; developmental editing, copy editing, and proofreading; developed in-house style guides for two magazines

Education

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

Work Experience

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

- Community news and journalism for *Dandyhorse*, *Beaches Life*, *The Medium*, *Shameless Magazine*, among others
- Content writing for *Jobs People Do*, *Beaches Living*, *Brass Magazine*, among others
- Literary journalism and criticism for more than a dozen magazines and journals, including *Broken Pencil*, *Quill & Quire*, *This Magazine*, *Poetry is Dead*
- Online marketing, social media, and newsletters for for Tightrope Books, *Dandyhorse Magazine*, *Spiral Nature Magazine*, *Plutonica*, the Historical Studies Society; increasing subscribership and engagement
- Developmental editing, copy editing, and proofreading for *Spiral Nature Magazine*, *Broken Pencil*, *Dandyhorse*, and private clients, among others

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

- Researched, wrote, developed and delivered training and programming for teaching assistants and professors in the Department of History on how to integrate writing assignments and assessment criteria into their pedagogical frameworks

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

- Designed, developed, and delivered programming using inclusive design for undergraduate students covering course materials, academic writing, editing; evaluated student work and guiding students on how to achieve greater success

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

- Held office hours to assist students in preparing their assignments; writing expertise; evaluated undergraduate student essays, papers, midterms, and final exams and guided them on how to achieve greater success

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

- Copyediting and proofreading for a quarterly independent arts and culture magazine; identified and corrected errors in spelling, grammar, punctuation, layout, author and artist attribution; developed house style guide and lexicon

Notetaker, George Brown College (Toronto, ON) Jan. 2016–Aug. 2019

- Attended lectures and labs and took detailed and accurate live transcription of lecture notes for Deaf and hard of hearing students; editing and proofreading notes

Intern, Tightrope Books (Toronto, ON) 2011

- Redesigned the Tightrope Books Blog, converting it from Blogspot to a self-hosted WordPress CSM, consolidating Tightrope's brand and Web presence
- Managed the Tightrope Newsletter, coordinating events notification with dozens of media outlets; maintained the blog, Facebook page, and Twitter account

Volunteer Experience

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| Communications Committee, ArQuives | Sept. 2023–Present |
| Canadian Historical Association Representative (elected) | Sept. 2020–Aug. 2023 |
| Internal Reviewer, <i>Past Tense</i> , University of Toronto | 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 Note Taker, AccessAbility Services, U of T | Sept. 2017–Apr. 2019 |
| Volunteer Coordinator, OUT, U of T (elected) | Sept. 2016–Apr. 2017 |

Skills

Google Suite, Microsoft Office, MS365, HTML, CSS, PHP, Adobe InDesign, Adobe Acrobat, Canva, WordPress, Blogger, SEO, digital newsletters, social media marketing, MailChimp, Constant Contact, Slack, Basecamp, Google Analytics, Google Ads

Digital Portfolio

nicomaramckay.com/portfolio/