

# Nico Mara-McKay

Results-driven project coordinator with experience managing large-scale, multi-stakeholder initiatives, including national consultations and academic conferences. Skilled in event logistics, budgeting, procurement, and stakeholder engagement, with strong organizational and communication skills and a commitment to inclusivity and equity.

## EXPERIENCE

### The ArQuives, Toronto — *Project Coordinator*

JAN. 2024 – PRESENT

Directed a nationwide consultation project in twelve cities across Canada, along with online sessions, one-on-one stakeholder interviews, and an online national survey.

Planned and facilitated stakeholder sessions, built partnerships, and managed all logistical operations, including venue selection, travel coordination, and hospitality.

Oversaw budgeting, procurement, and contracting, including hiring facilitators and a French translator.

Coordinated communication and logistics across internal teams, external partners and community members to ensure smooth project execution.

Supported grant writing, progress reporting, and post-project evaluation that contributed to securing major grants.

### Freelance, Toronto — *Writer and Editor*

JUNE 2010 – PRESENT

Produced community news, literary journalism, and content writing.

Managed online marketing, social media, and newsletter for multiple publications; increased subscribership and engagement.

Provided developmental editing, copy editing, and proofreading for magazines, nonprofits, and private clients.

### University of Toronto, Toronto — *Lead Writing TA*

JULY 2022 – APR. 2023

Designed and led training for faculty and TAs integrating writing instruction into course design and delivery.

Developed student-facing programming that improved clarity around expectations and enhanced academic skills.

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## SKILLS

### Event and project

**management:** Coordination of national consultations for a nonprofit, academic conferences, and community engagement projects.

### Operational and financial

**coordination:** Budget tracking, contract administration, vendor liaison, and grant reporting.

### Stakeholder engagement:

Communication and relationship-building with internal teams, community partners, and external organizations.

### Technical proficiency:

Google Suite, Microsoft Office, Adobe Acrobat, Canva, WordPress, JotForm, Miro, Slack, Basecamp.

### Communications and

**marketing:** SEO, digital newsletters, MailChimp, Constant Contact, Brevo, and social media strategy.

## LANGUAGES

English (fluent); French (reading proficiency).

### **University of Toronto, Toronto — *Teaching Assistant***

SEP. 2021 – APR. 2023

Created inclusive course support materials and writing workshops.

Provided individualized guidance and feedback to support student learning.

Delivered guest lectures on gender and sexuality in early modern Europe.

### **University of Guelph, Guelph — *Teaching Assistant***

SEP. 2019 – AUG. 2020

Created inclusive course support materials and writing workshops.

Provided individualized guidance and feedback to support student learning.

Delivered guest lectures on gender and sexuality in early modern Europe.

## **EDUCATION**

### **University of Guelph, Guelph — *Master of Arts in History***

SEP. 2019 – AUG. 2020

Won Department of History Best MRP Award (2020).

### **University of Toronto, Toronto — *Honours Bachelor of Arts***

SEP. 2015 – JUNE 2019

Graduated with High Distinction; double major in History and Art History.

## **SELECT VOLUNTEER EXPERIENCE**

### **Convergences: York-University of Toronto History Conference, Toronto — *Conference Co-organizer***

Planned and coordinated conference logistics, vendor management; liaised between institutions (Sep. 2020 – Apr. 2021).

### **University of Guelph, Guelph — *History General Director***

Elected representative for the History Department in the Graduate Student Association (Sep. 2019 – Apr. 2020); served on the Bylaw Committee.

### **University of Toronto, Mississauga — *Multiple Leadership Roles***

Elected Secretary (Sep. 2019 – Apr. 2020) and Marketing Director (Sep. 2017 – Apr. 2018) for the Historical Studies Society.

Elected Volunteer Coordinator for OUT (Sep. 2016 – Apr. 2017); recruited, trained, and managed volunteers.