

Mariette Azar

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EXPERIENCE

University of Ottawa, Remote Jan. 2023 – Present

Research and Teaching Assistant, part-time

- Supported lead professors in the delivery, quality control, and academic integrity of undergraduate courses.
- Managed the operational backbone of multiple courses, including scheduling, assessments, submissions, and grading workflows, ensuring accuracy, consistency, and on-time delivery.
- Edited, prepared, and refined instructional and assessment materials to improve clarity, accessibility, and student comprehension.
- Served as a primary communication bridge between faculty and students, handling enquiries, feedback, and confidential academic information with professionalism and discretion.
- Applied grading frameworks and quality standards across quizzes, midterms, and finals, providing clear, constructive feedback to support student learning.

York Press Limited, Zouk Mkhayel Dec. 2021 – Jun. 2025

Editorial Manager and Senior Editor, full-time, followed by freelance

- Led editorial operations for large-scale educational publishing projects, overseeing content quality, workflow, and cross-departmental coordination.
- Owned end-to-end editorial delivery across multiple publications, ensuring accuracy, consistency, cultural relevance, and alignment with regional curricula.
- Coordinated schedules, data, and handoffs between editorial, design, and production teams to keep complex projects on track.
- Acted as the quality and accountability layer between internal teams, external partners, and client stakeholders.
- Maintained structured records, version control, and production documentation to support reliable, scalable publishing operations.

Beirutin, Remote Dec. 2021 – Nov. 2022

Copywriter and Editor, freelance

- Delivered bilingual (English–Arabic) content and editorial support for digital publishing projects.
- Edited, translated, and refined website and marketing content to ensure clarity, tonal consistency, and audience relevance across platforms.
- Worked closely with clients and design teams to align content with visual, brand, and project requirements.
- Conducted research and factchecking to support accurate, credible, and context-appropriate communication under tight timelines.

The University of Balamand, Koura Oct. 2015 – Jun. 2017

Assistant Secretary of the English Department, part-time

- Managed student and faculty enquiries, documentation, and records with professionalism, accuracy, and confidentiality.
- Supported departmental reporting, meeting coordination, and internal communications to ensure smooth day-to-day operations.

EDUCATION

University of Ottawa (uOttawa), Ottawa, ON

Doctor of Philosophy in English Literature | 2023 – present

The University of Manchester (UoManchester), Manchester, UK

Master of Fine Arts in Creative Writing Nonfiction | 2020 – 2021

The American University of Beirut (AUB), Beirut, LB

Master of Arts in English Literature | 2017 – 2020

The University of Balamand (UoB), Koura, LB

Bachelor of Arts in English Language and Literature | 2014 – 2017

SUMMARY SKILLS

Languages: *Arabic*: Native; *English*: Fluent; *French*: Good Command

Computer Skills: Microsoft Office, Figma, Adobe Creative Cloud

Soft Skills: Adaptability, Resilience, Creativity, Problem-Solving, Storytelling, Critical Thinking, Writing

Interests: Volunteering, Reading, Technology, Psychology, History, Music, Art, Sports, Hiking, Cooking