**Thomas McDonald**

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**Education and Qualifications**

#### 2014–Present Economics, Politics and Law (BA) Dublin City University

First Year (2014–2015)

Constitutional Law (60%), Irish Legal System (55%), American Political System (61%), Business Maths (64%), Economics (49%), Politics (40%), European Integration (79%), Data Analysis (84%), Research Methods and Skills (71%), Legal Researcha and Methods (61%).

**2009–2010 Leaving Certificate Skerries Community College**

- Economics H(C2), French H(B2), Business H(C2), English H(B2), Biology H(C3), Irish H(B2), Maths O(A2)

**Professional Experience**

Professional Work Experience

**July 2015–Present Customer Service Agent AirCoach ltd**

* Aiding individuals with baggage and other personal items onto bus transfers
* Informing passengers regarding their departure times
* Selling tickets and in charge of the distribution of relevant money when purchases are made

**May 2012–Present Administrative Assistant Dáil Éireann**

**-** Administrative Assistant toBrendan Ryan TD

- Allocation of incoming correspondence from constituents

- File management

- Recording and scheduling documents in the office

- Participation in campaign activities

- Developed my ability to work as part of a dynamic team

**Feb - March 2012 Administrative Assistant Irish Life Insurance**

**-** Processed employee and client details on online databases

- Assisted in the preparation and issuing of annual reports to clients

- Gained an insight into the functioning and organisation of a globally recognised insurance company

**Jan - Feb 2012 Administrative Assistant Dáil Éireann**

**-** Administrative Assistant toClare Daly TD

- Dealing with constituency queries and requests

- Proven ability to understand parliamentary procedure

- Assisted in the organisation of meetings with colleagues and constituents

- Developed my ability to work independently

Other Work Experience

**June - August 2014 Sales Assistant No Name Clothing Store**

- Examined fashion trends for the following season through research

- Stocktaking and management

- Displayed clothing on the shop floor

- Demonstrated strong customer service skills

**June - July 2013 Irish College Assistant Coláiste Sheosaimh, Cárna - Cill Chiaráin**

**-** Worked closely with staff in the effective management of the college

- Assisted in the organisation and co-ordination of college activities

- Encouraged students to develop their spoken Irish during the course

- Organised sports tournaments and refereed various sporting matches

- Distributed and monitored a weekly rota of when students

- Responsibility for student welfare

**Key Skills**

Organisation Skills

Reliable

- Senior Prefect at Skerries Community with respondibility for management of daily shop finances

- Stocktaking and management at NoName Clothing Store

- As an Administrative Assistant I have collated information and managed constituent queries

Leadership

- Youth Representative for the constituency of Balbriggan/Swords at Fingal Comhairle na nÓg

- Irish College Assistant at Coláiste Sheosaimh, Cárna - Cill Chiaráin

- Golfing tutor advising beginners how best to improve their game

Teamwork

- Member of DCU Law Society, Hockey Club and Investment Society

- Former member of Fingal Comhairle na nÓg

- Keen athelete having played GAA, Soccer, Hockey and Cricket

Communication

- As a member of Fingal Comhairle na nÓg, I met with colleagues and discussed solutions to on topical and issues including transportation and mental health

- Presented my BT Young Scientist project to the judges in a report and in an online format

- Transition Year Newsletter Co-Ordinator of Skerries Community College (2012)

- Ability to manage and deal with constituency queries and requests

- Made a presentation at the Dáilna nÓg Showcase

Computer Skills

- Proficient in Case Management Systems (Expd8, LawBase, CORTBase) and Microsoft Office 2003**–**2013

**Awards & Achievements**

- BT Young Scientist Winner of the Geographical Survey of Ireland Award (January 2013)

- Exhibited at the BT Young Scientist and Technology Exhibition (January 2012 & 2013)

- Best Overall Project Winner at Scifest DIT (2013)

- Scifest Excellence in STEM (Science Technology Engineering and Maths) Award (2013)

- Exhibited at the Scifest Grand Final in the Trinity College Science Gallery (November 2013)

- Commendation Prize Winner at Scifest DIT (2012)

- Elected as a Youth Councillor of Fingal Comhairle na nÓg (October 2012-November 2014)

- Irish Summer College Cúnteoir at Coláiste Sheosaimh, Conamara, Co. Galway (2013)

- Prefect of Skerries Community College (2013/2014)

- Transition Year Newsletter Co-Ordinator of Skerries Community College (2012)

- Member of Skerries Community College Debating and Public Speaking Teams (2012-2014)

- Certificate of Achievement with Distinction for Transition Year (2012)

- Skerries Harps GAA Club Hurling Merit Award (2009)

- Skerries Town Football Club Player of the Year (2004/2005)

- Skerries Town Football Club Player of the Year (2009/2010)

**Interests**

- Current affairs and politics: Administrative Assistant to Brendan Ryan TD

- Music: Guitar and Ukelele player

- Sports: GAA, Soccer, Hockey, Cricket, Kayaking and Golf

- Voluntary work: Fingal Comhairle na nÓg

**References**

- References available on request