**THOMAS DA SILVA**

 **Flat 22 Charles Auffray House Smithy Street London E1 3HN**

**Mobile:07498973938 Email: thomasdasilva2096@gmail.com**

**PERSONAL PROFILE**

**A conscientious, proactive and adaptable individual who has attention to detail. An articulate communicator with good listening skills, who believes in building and maintaining positive working relationships with both colleagues and clients. Thrives when working as part of a cohesive team and is an effective team player that accepts responsibility, whilst working to high standards to achieve deadlines and targets. Overcomes challenges by drawing on a range of transferable skills acquired and developed from previous experiences.**

**KEY SKILLS**

 **• Health & Safety Awareness**

 **• Good communication and customer service skills**

 **• Excellent IT skills: Word. Excel. Power Point. Apple.**

 **• Proven ability to work independently on own initiative**

 **• Organised and able to prioritise own workload**

 **• Flexible and adaptable to changing situations**

 **• Time management skills**

**EMPLOYMENT HISTORY**

**Rockodile Reviews co Head Writer- May 2019 to December 2019**

**Co Head Writer of album and concert reviews,Also music journalism at Download Festival 2019**

**https://www.rockodilereviews.com/post/download-festival-2019-review-tom-s-perspective**

**https://www.rockodilereviews.com/post/after-13-years-without-a-new-album-why-are-tool-still-so-important**

**https://www.rockodilereviews.com/post/backbreakers-and-breakdowns-the-best-heavy-metal-wrestling-themes**

**Bunch of grapes. Present Role**

**Bar Staff/Front of House.Drink and food Service,Pub upkeep and cleaning and Customer Service**

**Hammersmith Apollo September 2018**

**Front of House Staff. Customer service Skills and venue upkeep.**

**Lyonsdown Limited**

**Office Admin Intern May 2018-June 2018**

Various office duties relating to my internship position such as photocopying, office catering reception and filing.Also learnt skills in terms of Barter trading purchasing office supplies.

**The Key Club. Leeds Sept 2016 – Nov 2016**

**Barman/Promotional staff**

Barman during gigs and club nights.

Promoting events through the medium of flyers & social media.

**M & S Restorations Ltd. London E14 Feb 2014 – July 2015**

**Office Junior/Administrator/Receptionist**

Various office duties relating to my junior position such as photocopying, office catering reception and filing.

**EDUCATION/TRAINING/QUALIFICATIONS**

**Leeds Beckett University 2015 – May 2018**

**Journalism First class degree**

**Harrow College 2012 – 2015**

**BTEC Level 3 Creative Media Studies B.**

**Film Studies A. GCSEs English Lit B+**

**Cardinal Vaughan Memorial School 2009 – 2012**

**GCSEs: English Language B. Maths C. Science B.**

**Religious Education C. Asdan Silver Award**

**HOBBIES/INTERESTS**

**Avid fan of Rock and Metal music.**

**Gigs. Music Festivals.**

**Console Gaming**

**Films and TV Shows**

**DC and Marvel Comic Books**

**Football**

**Pro wrestling.**

**Creative Writing**

**REFERENCE Available on request.**

**Jo Robbins Office manager M&S Restorations:**020 7538 8364

Karl Hodge Head of Journalism at Leeds Beckett University :k.r.hodge@leedsbeckett.ac.uk or 0113 8124795

Dr Martina Topic Senior Lecturer of Public Relations at Leeds Beckett University: T: 0113 81 29 317

E: M.Topic@leedsbeckett.ac.uk

Ben Lewis Donaldson Former Assistant manager at The Bunch of Grapes-benlewisdonaldson@gmail.com 07903395997

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