



Name: Eleanor Buckley

Position: Operations Coordinator

Languages: English, German, Spanish

Location: Dublin, Ireland

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Best Reached: Email

Start: Available immediately

Holidays Booked: None

Name: Eleanor

Speaks English, German, and Spanish fluently. Currently working as an Operations Coordinator at Apian in Dublin, managing a medical drone delivery network. Previous experience includes roles as a Medical Receptionist at Henry Medical Centre and Administration Officer at Vienna Explorer. Possesses strong skills in critical thinking, communication, and organization, with experience in project management and teaching. Holds a BA (Hons) in German and Spanish from Trinity College Dublin and has completed an Erasmus program at Universidad de Sevilla.

Work Experience

Jun 2024 – Dec 2024

Operations Coordinator @ Apian

- Supporting and setting up the management of a medical drone delivery network in Dublin.
- Maintaining stakeholder relationships with hospitals and other healthcare providers, medical product suppliers, and our drone operator partner company, Wing.
- Establishing and implementing relevant standard operating procedures.
- Ensuring smooth running of hub operations.
- Managing stock levels and inventory.
- Data analysis and reporting.

Jun 2019 – 2024

Medical Receptionist @ Henry Medical Centre

- Cover work in a busy GP practice throughout University.
- Making appointments, answering queries, sending referrals and prescriptions, filing documents, liaising with patients in a professional manner.

May 2022 – Sep 2022

Administration Officer @ Vienna Explorer

- Making bookings for tourist groups in Vienna, taking phone calls, answering queries, budgeting, sending invoices, using German and English, ensuring smooth running of operations on a daily basis.

Education

Trinity College Dublin, Dublin, Ireland

BA (Hons) German and Spanish - 2.1, 2020 - 2025

Universidad de Sevilla, Seville, Spain

Erasmus

Additional Information

Skills: MS Office, PowerPoint, Excel (proficient), Critical thinking, communication skills, and organizational skills, Project management, Teaching (grinds for the Leaving Certificate to students).

Awards: Certificate in Project Management (APM PFQ, July 2024), Full Driving Licence (2021), TEFL Certificate (2021).