

Name: Eleanor Buckley

Position:

Languages:

Location: Dublin, Ireland

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Email: eleanorbuckle@live.ie

Whatsapp:

Best Reached:

Start:

Holidays Booked:

Eleanor is a native English speaker with full working proficiency in German and Spanish. She is currently working as an Operations Coordinator at Apian in Dundrum, Dublin, where she supports and manages a medical drone delivery network. Eleanor has a strong background in operations and administration, having previously worked as a Medical Receptionist and Administration Officer. Her key strengths include critical thinking, communication skills, and organizational abilities, which she has demonstrated throughout her degree and various roles. Eleanor is also experienced in project management and has provided teaching support for students preparing for the Leaving Certificate.

## Work Experience

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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

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Trinity College Dublin, Dublin, Ireland

Ba (Hons) German and Spanish – 2.1 – 2020 – 2025

Universidad de Sevilla, Seville, Spain

Erasmus – (Dates not specified)

## Additional Information

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- MS Office, PowerPoint, Excel: proficient.
- Languages: German / Spanish full working proficiency.
- Critical thinking, communication skills, and organizational skills.
- Project management: experience leading teams for projects.
- Teaching: grinds for the Leaving Certificate to students.
- Certificate in Project Management, APM PFQ July 2024.
- Full Driving Licence 2021.
- TEFL Certificate 2021.