Peter Sweeney

Technical Administrator

108 Coët Nouzic
Locmalo, 56160 France
+33 7 87 20 70 34 (France)
+44 7593 084 393 (UK)
peter@thepetersweeney.com

PROFILE

I am a hardworking and self-motivated person with excellent communication and technical skills. With a proven track record of working with others or alone, both remotely and in the office, I take a detailed and creative approach to system administration and management. I am eager for new challenges and to further improve my IT skillset.

EXPERIENCE

London Foot & Ankle Surgery, London (Remote) — Technical Administrator
https://www.londonfootandanklesurgery.co.uk/
April 2018 - Present

London Foot & Ankle Surgery is a foot clinic based in Central London. The role involves the ongoing modernisation and improvement of digital systems both on the back and front end of the practice, including:

- Building a package of Single Page Applications using React JS, which integrate with G Suite to streamline common administrative procedures, for example:
  - Booking virtual or distance consultations
  - Registering personal details with the clinic prior to appointments
  - Providing preliminary healthcare information
- Going paperless - moving the clinic administration onto a G Suite system, as well as the creation of custom automated workflows using a combination of:
  - Client Scripts
  - Bespoke Domain Published G Suite Addons
  - Real Time Analytics and Data Visualisation with Google Data Studio
- Working with the frontend team to replace the pre-existing websites, as well as improve design, content and SEO

London Musculoskeletal Centre, London — Marketing
https://www.londonmskcentre.co.uk/
March 2017 - March 2018

The London Musculoskeletal Centre is a medical centre specialising in the diagnosis and treatment of all issues related to the muscles, bones and ligaments. The role involved overseeing:

- Digital Marketing (adwords, facebook ads, SEO)
- Product design
- Content and Comms
- Social Media
- Email Marketing

Proficiencies

ServiceNow (Certified System Administrator)

Google Products (particularly G Suite and Cloud Services)

React JS | Single Page Applications | Progressive Web App | Typescript

Libraries / Frameworks

Javascript

Typescript

React JS

Gatsby

GraphQL

Mongoose

Mongo DB

D3 JS

Express JS

Languages

English (Native Speaker)

French (B1)

German (bisschen)

Related Software / Platforms

ServiceNow
Github
Visual Studio Code
Adobe CC

Creative Opportunities CIC, London — Director
https://creativeopportunities.co.uk/
April 2016 - January 2020

Creative Opportunities CIC is a Community Interest Company that facilitates and encourages creativity amongst young Londoners, supporting them to develop skills, make connections and lead change.

Working alongside a small board (4 in total) to improve Governance across the organisation. Headlines include:

- Creating and implementing policies for:
    - Environmental Practices
    - Data Protection
    - Recruitment (both staff and youth members)
- Implementing a Quality Assurance Scheme, moderated by London Youth (currently Gold level)
- Improving transparency and ensuring the organisation meets regulatory demands, including:
    - Documenting organisational finances, developing record keeping practices and preparing financial statements
- Fundraising

Recent Side Projects

Mine the News - NLP, Data Mining and Visualisation (Proof of Concept)

minethenews.com [front end]

github.com/derrmru/scrape-the-news [server]

Set of statistical tools to visualise trends in the News, measuring conceptual exposure and sentiment. Proof of Concept.

You Wear It Best - Fashion Portfolio Website

you-wear-it-best.netlify.app (in progress)

Creation of portfolio and boutique web-shop for You Wear It Best, an Amsterdam based fashion project. Built using Gatsby JS and Netlify.

Split My Tips - Tip Splitting Tool

splitmytips.com

A Progressive Web App for coffee shop, bar and restaurant managers to split the tip pool amongst staff.

Links

github.com/derrmru

Education

Goldsmiths (University of London), London — BMus (hons)

2010 - 2013

Undergraduate Degree in Popular Music Studies, 2:1

Camden SFG 6th Form, London — A Levels

2006 - 2008

Maths As (A) | Critical Thinking As (A) | Religious Studies (A) | Music (B) | Music Technology (B)