

Peter Sweeney

Technical Administrator



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:

- Creation of client applications - 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 Scripting
 - 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

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Proficiencies

Google Products
(particularly G Suite and Cloud Services)

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

Libraries / Frameworks

React JS

Typescript

Gatsby

GraphQL

Vanilla JS

Mongoose

Mongo DB

D3 JS

Express JS

Languages

English (Native Speaker)

French (B1)

German (bisschen)

Related Software

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

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)