

Leon de Leeuw

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Dutch native, working rights in the EU. Willing to move abroad and / or to travel for work.

It was always a dream of mine to work abroad, to learn about new places and cultures. This became reality after graduating from the internationally oriented TIO University. I have an interest in the Balkan people, history, geopolitics, the languages and hiking the mountains. Bulgaria is where I work now, since Sofia has become an IT hub with many international companies. Here, I work on challenging projects and building strong relationships with teams and clients.

5+ years Writing reports, managing data. Using and troubleshooting Microsoft Office, Linux and computer hardware.

5+ years Branding, web design, HTML, CSS, online marketing, content writing, field research, interviews, translations.

3+ years Negotiating contract wording and budgets. Using PeopleSoft, Workday, SAP, CRM, ERP, CTMS, EDC, TMF.

Bulgaria

2019 / current **Umicore** **Executive Accounts Payable**

- Resolving invoice and payment discrepancies in SAP, ensuring vendors are paid on time.

2016 / 2019 **IQVIA** **Site Manager**

- Independently negotiated contracts and budgets, ran payments, archived essential documentation and trained staff.

2014 / 2016 **MSD** **IT Specialist**

- Solved Word / Excel / Outlook / SAP and expense report issues, wrote accurate reports, followed up on issues.

The Netherlands

2013 / 2014 **PANGEA Travel** **IT Specialist / Webmaster**

- Improved the website user-friendliness and ranking in search engines. Designed a new branding style and layout.

Romania

Internship 2012 **Albatross Travel** **Assistant Manager**

- Researched company processes, delivered rental cars, guided a bus of tourists through the capital city in Spanish.

Belgium

Internship 2011 **Hotel Park Inn by Radisson** **Housekeeping Supervisor, Receptionist**

- Prepared work schedules. Supervised the housekeeping team. Handled payments, calls, and checked in/out guests.

Education

Graduated in 2013 **TIO University of Applied Science** **Bachelor of Business Administration**
Minor: International Business Utrecht, the Netherlands

Languages

Native	Dutch, English	Full proficiency	Bulgarian
Limited proficiency	German, French, Spanish	Elementary proficiency	Italian, Romanian, Russian, Turkish