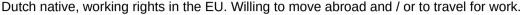
Leon de Leeuw

Phone +359 878 838 624
Email hello@leondeleeuw.net

More detailed resume <u>www.leondeleeuw.net/resume</u>
LinkedIn www.linkedin.com/in/leondeleeuw





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

Site Manager

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

2016 / 2019 IQVIA

· 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