

LEON DE LEEUW

Dutch native • Now in Sofia, Bulgaria • Available to relocate • EU working rights
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Ten years of international business experience. Specialized in collaborating with clients from different cultures, representing companies and projects in a diplomatic manner. Hospitality background makes business clients feel welcome and listened to. Skills include negotiating, strategizing, conflict resolution, mentoring staff, report writing.

WORK EXPERIENCE

Marshall Denning, Contract Manager, Sofia, Bulgaria

2020 / Now

Advising clients on legal and financial implications of international business deals and contracts. Main sectors are IT, public sector and government. Negotiating contracts with large client firms directly on behalf of the business.

IQVIA, Site Manager, Sofia, Bulgaria

2016 / 2019

Independently executed over sixty contracts. Trained staff on protocols. Mentored three junior colleagues on projects. Calculated payments, processed invoices and ran payment cycles. Managed vendors, created purchase orders.

MSD, IT Specialist, Sofia, Bulgaria

2014 / 2016

Solved hundreds of Word / Excel / Outlook / SAP and expense report issues that clients were facing. Reported production outages in high detail. Escalated these to ensure continuation of production.

PANGEA Travel, IT Specialist, Arnhem, the Netherlands

2013 / 2014

Held a usability test with 40 clients and interviewed field experts. Improved website user-friendliness and data safety. Graphically designed branding trademarks and expanded business by designing a website for luxury tours.

QUALIFICATIONS & CERTIFIED COURSES

Practising Law Institute of New York, <i>Pocket Master of Business Administration</i>	2020
TIO University of Applied Science of Utrecht, <i>Bachelor of Business Administration</i>	2013
International Relations, Higher School of Economics of Moscow	2020
Erasmus University of Rotterdam, International Security Management	2020
University of London, Global Diplomacy	2020
Safety and Security in the Field trainings, United Nations	2019
Counseling on Access to Lethal Means, Suicide Intervention, SAMHSA	2019

LANGUAGES

Native	Dutch, English
Full proficiency	Bulgarian
Intermediate	German, French, Spanish, Russian, Romanian

CAREER NOTES

Full-time internships at a chateau in Southern France, Hotel Radisson in Belgium, Albatross Travel in Romania. Part-time employment at Van der Valk Hotels in the Netherlands, as a cook, bartender and supervisor. Volunteering for Checkpoint Sofia, registering patients for HIV, Hepatitis-B and -C testing. Long-term solo travel throughout Eastern Europe and the Caucasus region. Five written books. Topics such as living abroad as an expat, fictional stories, poems, photography.