

## LEON DE LEEUW

Dutch native. Flexible expat with EU working rights. Can relocate or work remotely. Ten years of international business experience. Main skills: managing across teams of different cultures, representing companies in a diplomatic manner, negotiating contracts, strategic planning and forecasting, data management and reporting, business writing, risk analysis.

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### WORK EXPERIENCE

**Syneos Health – AbbVie dedicated, Senior Site Contract Specialist** **2023 / now**  
**Sofia, Bulgaria**

- Functioning as the liaison between sponsor and Dutch hospitals. Directly negotiating contracts, patient visit and procedure fees, Pharmacy and Laboratory budgets.
- Working within the parameters of the Study grant plan and country benchmarks. Analyzing budget breakdowns, writing detailed reporting for budget increase requests.
- Collaborating with the Site Start-Up, Clinical Operations, Legal and Finance teams, adhering to timelines and target dates on a country and site level.
- Drafting legal documents such as termination letters. Engaging with hospital Legal representatives to have adapted sponsor-specific contract templates for future studies.
- Mentoring Junior staff on contract and budget negotiations, acquainting them with Standard Operating Procedures and digital contract systems.

**Netherlands Cancer Institute, Senior Clinical Contract Manager** **2021 / 2023**  
**Amsterdam, the Netherlands**

- Negotiated budgets with pharmaceutical firms for phase 1, 2 and 3 oncology trials and medical device studies. Worked with the pharmacy and radiology departments to determine pricing.
- Drafted clauses for contracts, amendments, confidentiality and funding agreements.
- Set up investigator-initiated trials in the Netherlands, Italy and the US. Budgeted for the interventions, study cycles, therapy administering and scans to take place.
- Arranged local monitoring and insurance as per regulatory guidelines.

**Marshall Denning, Commercial Contract Manager** **2019 / 2021**  
**France, Belgium, Bulgaria**

- Legal analyst for public tenders and commercial contracts up to the value of 15 million Euros.
- Set up and negotiated contracts, amendments, confidentiality agreements for IT services, cloud migration and consultancy to hospitals and pharmaceutical clients.
- Liaised directly with corporate clients and the business team on the finance, margin and sales forecast to ensure profitability. Prepared risk assessments with mitigations ahead of IT deals.
- Directly negotiated on contract wording, intellectual property, payment terms, service level agreements, audit and benchmarking clauses and financial terms with high-stake clients.
- Advised on dispute resolution and settlement, keeping the balance between business interests and client relationships.

**IQVIA, Regulatory / Study Start-Up Manager  
Belgium, the Netherlands, Bulgaria**

**2017 / 2019**

- Managed a team of ten start-up specialists / CRA's during site start-up of phase 3 and 4 clinical studies, keeping track of the submission process and contracting.
- Handled the grand study budget to determine the country and site budgets. Reviewed site budget requests and decided on acceptance or a counter-proposal to further negotiate.
- Ensured that the Trial Master File was continuously updated with email communication and site visit reports.
- Kept close contact with study sponsors to discuss the identification and selection of sites. Reported on the contract process, site initiation, patient inclusion and monitoring findings.

**Regulatory / Study Start-Up Specialist / Monitor**

**2016 / 2017**

- Performed site identification, inclusion, contracting, initiation visits, training, monitoring, reporting of protocol deviations, close-out visits and trial master file archiving.
- Independently executed contracts for studies with all major Dutch and Belgian hospitals, as well as GP practices. Submitted clinical studies for regulatory / ethics committee approval.
- Trained investigators, study coordinators and study nurses on clinical protocols and data registry systems. Mentored junior colleagues on projects.
- Vendor managing – the creation of purchase orders, invoice proposals with pre-calculated fees – in order to send out clinical investigators, ethics committees, regulatory authorities payments. Led payment cycles and provided updates on the payment status.

**MSD, IT Specialist  
The Netherlands, Bulgaria**

**2014 / 2016**

- Reported and escalated medicine production outages in high detail to avoid production halt.
- Solved Word / Excel / Outlook / Expense report / SAP inquiries of pharma representatives.
- Handled requests by phone, email and chat or through screen sharing.

**QUALIFICATIONS**

Bachelor of Business Administration, TIO Business School, Utrecht the Netherlands  
International business, contract / business law, European law, finance, accounting.

**2013**

Safety and Security in the Field trainings, United Nations

**2019**

Global Diplomacy, University of London

**2020**

**LANGUAGES**

Native Dutch, English

Fluent Bulgarian

Moderate Russian

Basic German, French, Italian, Spanish, Romanian, Arabic