

LEON DE LEEUW

Dutch native. Full EU working rights. Flexible to relocate on short notice 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 and budgets, strategic planning and forecasting, data management and reporting, risk analysis.

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WORK EXPERIENCE

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

- Lead negotiator for AbbVie in the Netherlands. 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 country-specific regulations and methods of working with Dutch sites.

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, Spanish, Italian, Romanian