**Samantha Dupy**

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| Experienced Tender Specialist and Project Manager within international consulting companies, after a Master in European Economics I developed a strong experience in working with African, Asian, Latin American and Middle East developing countries.   * Some of my daily responsibilities include Business Development, Project Management, contracting, managing of budget, international networking with top decision makers (ministries, International Institutions and international companies), financial and administrative procedures with global institutions (European Commission, World Bank, United Nations), recruiting and contract management, identifying new business opportunities, market analysis on field, representing my company abroad. |

**Personal details**

Present address: Rue de la Forge 16, 1060 Brussels, Belgium

Permanent address: Carrer de la Selva 61, 17251 Calonge, Girona, Spain

Date of birth: 06/1982

Nationality: French

**Education**

* Master in European Economy (bilingual: French/English)

University of Louvain-la-Neuve - Belgium - 2006

* Master in Research - Contemporary History

University of Lille III – France - 2005

**Working languages**

French: Mother tongue

Spanish: Fluent

English: Bilingual Master in European Economy - Working in English since 2006

Portuguese: Basic

Japanese: Basic

**Professional experience**

10-3-2014 - to present: Biomedical Systems

**Proposal Specialist Europe -** Business Development Department

* Prepare budget, amendments, contracts, change orders, forecasts, reconciliations or accruals to customer requirements
* Analyse and develop financial and technical proposal and information materials for new and existing customers, including key Request For Proposal (RFP) requirements/risks, diagnostic medical test descriptions, process documentation, clinical study timelines, and pricing
* Daily contact with major pharmaceutical companies and CRO: Bayer, Sanofi, Servier, GSK, Galderma, Inventiv Health Clinical, Pfizer, Pierre Fabre, INC Research, ...
* Create, gather, research and organize information from many sources to generate coherent and persuasive proposals
* Coordination of various departments (Business development, Technical, Financial y Operation) and experts (located in Europe, Asia or US) for the preparation of proposal and contracts

1-5-2010 – 28-2-2014: AEDES European Agency for Development and Health

**Development Manager – Tender Specialist**

* Several short term missions in Europe and Africa (Morocco, Togo, Guinea): representing the office abroad, meeting with all actors working in health and pharmaceutical sector (directors of principal institutions: donors EC, WB, Ministries, UNICEF, central purchasing agencies for drugs*,* NGO, consulting companies)
* Setting up new partnerships, creation and management of networks
* Identification of new opportunities in health, pharmaceutical and food safety sectors
* Preparing Budgets and financials offers
* Preparing contract with partners, experts and clients
* Financial negotiations with experts, clients and partners
* Selecting, recruiting and managing experts
* Tender and teams coordination
* Managing relations with clients: European Commission, World Bank, Belgian Development Agency (CTB), UNICEF, PNUD, FNUAP, Global Fund, AFD, SIDA, UNITAID, DFID
* Coordination of tenders preparation (administrative and financial)
* Building and leadership of numerous consortium
* Drafting methodologies
* Website management (visibility of our activities)
* Replacing the head of department at board meetings when absent.

15/12/2008 to 06/2009: Belgian Bankers Academy

**Tender Specialist – Project Manager**

* Business development and management of Technical Assistance projects financed by the European Commission, the World Bank, the European Investment Bank, or the Asian Development Bank.
* Preparation of Expression of Interest, technical and financial offers for tenders
* Negotiating with partners, experts, and leading discussions with Delegations of European Commission, WB, EIB or ADB and with Ministries of beneficiary countries
* Preparing contract with partners, experts and clients
* Financial aspects: internal and external budgets
* Project management
* Contracting with partners and experts
* Creation and managing of networks
* Fundraising : looking for new business opportunities and tendering

2/11/2006 to 2/11/2008 - Gruppo Soges - Africa and Asia Unit - Free-lance Consultant - International division

**Project Manager**

* Management of the Program: Modernization and Assistance to the Administrative Reforms in Algeria financed by the European Commission, 10.880.000€
* Management of a sectoral support program for the reduction of unhealthy living conditions in Morocco financed by the European Commission, 2.999.750 €, I led a consortium composed by 4 consultancy companies:
* Regular missions in Morocco: meeting, liaising and financial negotiations with all decision makers: European Commission Delegation in Rabat, the Ministry of Habitat and Urbanism of Morocco, CEO of consulting companies, senior experts
* Supervising and managing our team of experts
* Preparing contract with partners, experts and clients and follow-up
* Leading the joint-venture and coordinating the partner companies, European and Moroccan
* Reports review
* Budget management (team of experts, agreements with partners, equipment, invoicing, reimbursement, etc)
* Daily management of the project and management, team of experts supervision, management of relations with the consortium
* **Framework Contract management (EC project)**

**Business Developer: Technical and Financial Tendering** - European Commission projects in Asia, Middle East and Africa:

* Several short term missions in Europe and Africa (Morocco, Algeria; Syria): representing the office abroad, meeting with all main actors of development, setting up new partnerships, and identification of new projects
* Creation and managing of networks
* Preparing contract with partners, experts and clients
* Fundraising : looking for new business opportunities and tendering
* Managing relations with clients: European Commission and Ministries
* Drafting budgets and financials offers
* Financial negotiations with experts, clients and partners
* Selecting, recruiting and managing experts
* Tender and teams coordination
* Coordination of tenders preparation (administrative and financial)
* Building and leadership of numerous consortium / joint-venture

September/ October 2006: Gruppo Soges S.p.A.

**Internship**

* Project Management Assistance

**Publicaciones:**

* 2004 *Iron and steel industry in the center of the discussions between Japan and the European Communities from 1955 to 1967* (180p.) University of Lille III
* 2005 *Economic and diplomatic relations between Japan and the EEC, from the Treaty of Rome to the beginning of the Seventies* (221p.) University of Lille III
* 2006 *Foreign Direct Investments of the European Union in China* (72p.) University of Louvain-la-Neuve (UCL)

**IT Skills:**

* Daliy use of Microsoft Office: Word, Outlook, Excel, Windows, Mac OS, Internet, etc.
* 2009: Initiation in graphical programming at Imal on PureData (Real-time graphical dataflow programming environment for audio, video, and graphical processing)
* 2009: Introduction in web design at Imal on Spip and WordPress(overview of HTML, XHTML, CSS, and PHP)

**Other diploma:**

* Cars driving licence
* Boat driver license, coastal, offshore and inland water navigation options
* Ultimate diploma of horse riding (galop 7 in Eventing)
* Judo, brown belt

**Leisure:**

* Visual programming (PureData, Processing), horse riding, diving, boating, traveling

**Referees**

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| **Name** | **Contact Details** | **Position** |
| Mr Jean-Pierre D’Altilia | +32.2.219.03.06  jpdaltilia@aedes.be | Director AEDES |
| Ms Fiona CARMICHAEL | +32 4 75 79 94 85  carmichaelfiona@hotmail.com | Head of Unit within Gruppo Soges  Africa and Asia Unit |
| Ms Nadira LAZREG | +32 4 75 62 38 36  nadiralazreg@yahoo.fr | Head of Unit within Gruppo Soges  FWC Unit |
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