

Nicola Laurijssen
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Strategic and dynamic supplier manager and event professional, leading, influencing and managing supplier partnerships across Asia Pacific. Highly motivated with excellent communication and organisational skills with a proven ability to identify and develop global strategic relationships, driving efficiencies and growth and being an integral part to overall team success.

Core competencies

Teamwork | communication | organisation | project planning | negotiation | sourcing & research relationship & account management | event forecasting | focused & versatile | identifying opportunities | streamlining processes & procedures | attention to detail | creating, building & maintaining partnerships.

Employment History

CWT Singapore – Global Supplier Management APAC Lead, Meetings & Events

August 2022 – October 2023

- Leading partner strategy and growth across APAC region with key trade suppliers on behalf of CWT Meetings & Events.
- Expanding and maintaining a global portfolio of existing relationships with hotels, Destination Management Companies and Tourism & Convention Bureaus across Asia Pacific on behalf of the Meetings & Events team.
- Improving contract negotiations with strategic partners with the aim of maximising revenue mutually benefitting CWT, our suppliers and our clients.
- Partnering with internal and client facing teams to develop supplier management strategies to further best practices and global collaboration.
- Account management – providing ongoing consultative support to preferred suppliers sharing unique data and market insights, quarterly business reviews, actioning marketing plans and team engagements.
- Liaising with sales, operational and sourcing teams to effectively communicate and execute global supplier agreements, promoting supplier engagements and activities.
- Identifying new supplier opportunities based on demand, footprint and commercials, attending trade shows, promoting CWT's unique value proposition within the marketplace to drive awareness of brand and build long term profitable relationships.

CWT Singapore – Global Commercial Operations Sales & Retention Co-ordinator

October 2018 – August 2022

- An integral, centralised, global support role covering APAC, EMEA and NORAM. Actively participating and contributing within a global team, leveraging best practices across regions and developing greater integration and efficiencies across Global Commercial Operations.
- Workforce project planning and scheduling, assigning forthcoming projects to bid team
- Managing a centralised mailbox supporting requests for bid team, dealing with time sensitive RFP's, RFI's, presentations and executive summaries.
- Reviewing proposals for complexities & compiling complex country product matrixes with local nuances and specific information.
- Weekly team reporting on active projects and forecasting forthcoming opportunities in the pipeline.
- Researching specific requests for our internal customers, liaising and building relationships with subject matter experts.

Employment pause while raising our son 2014-2018

Baker McKenzie - Singapore 2014
Events Executive, Global Meetings Team (3-month contract)

Moved to Singapore from UK October 2013

ASME (Association for the Study of Medical Education) – UK 2009-2013
Conference & Events Co-ordinator

- Solely responsible for the planning, administration and management of all conferences, courses and workshops on behalf of ASME. From sourcing venues, managing budgets, and running the conference on the day. Simultaneously and autonomously managing a portfolio of over 12 conferences annually.
- Sourcing/researching, assessing, vetting, and recommending venues, creating venue proposals and cost comparisons, attending site visits, and negotiating preferential rates.
- Formatting and creating conference programmes, parallel sessions, and complex event scheduling including room allocations, conference floor plans and layouts.
- Collating and analysing post event feedback, evaluation and recommending improvements for future meetings.
- Managing the finances of all conferences, courses and workshops including, forecasting, budgeting and cost control, processing invoices and payments, and issuing receipts, approving invoices relating to conference expenditure and updating financial spreadsheets.

Pagan Osborne Estate Agents – UK 2007-2008
Property Sales Negotiator/Valuer

DTZ Residential Estate Agents – UK 2005-2007
Property Sales Negotiator

Margaret Hodge Recruitment – UK 2003-2005
Recruitment Consultant

12 Months of independent worldwide travel 2002-2003

Sales Executive & Office Manager positions – UK 1999-2002

Education

Napier University – Edinburgh, UK 1996-1999
BA Degree Hotel Services Management

Mary Erskine School – Edinburgh, UK 1990-1999