

**PHILIP LEDUC**  
[professional@philipleduc.net](mailto:professional@philipleduc.net)

**OBJECTIVE**

Results oriented, organized, creative team player, looking for a support function, with the possibility to use IT-skills to optimize the operations, by preference in an international environment.

**STATUS**

I am authorized to work in the US and the EU for any employer.

**EMPLOYMENT HISTORY**

SELF EMPLOYED (Cape Cod, Massachusetts) *MS Access Developer, 2003-now.*

- Market, sell, develop, test and install Ms Access marketing and order handling database applications.

TMP-WORLDWIDE (Hyannis, Massachusetts) *MS Access Specialist, 2002.*

- Develop Access databases including tables, relationships, queries, forms and reports, using VBA.
- Develop and adapt applications using VB, VB-script.
- Analyze and document users needs before setting up applications.

VOLVO TRUCKS (Brussels, Belgium), *Assistant Manager, Service Contracts, 1996-2001.*

- Examined technical claims, worked with dealers and after-sales to adopt cost effective systems
- Advised dealers on the setting of contract sales prices, monitored status of client contracts.
- Involved with a European workgroup of specialists advising Volvo Trucks top management.
- Developed follow-up report system in Microsoft Access linked with mainframe database.

ITT-FLYGT (Brussels, Belgium) *Sales and Project Engineer, submersible pumps and mixers, 1988-1996.*

- Selected parts and materials to be used, negotiated with suppliers to procure cost-effective material.
- Assisted service engineers to ensure that specifications were being properly implemented.
- Conducted internal sales and external sales, prepared bids for customers based on the book of charges.
- Developed quoting system in Microsoft Excel.

HYDROMATION (Tongeren, Belgium) *Service and Project Engineer, filtration systems, 1987-1988.*

- Organized mechanical and electrical subcontractors to ensure installation according to specifications.
- Served as principal post-sales contact for clients.
- Determined parts and materials to be used and coordinated with purchasing department and suppliers.
- Oversaw design staff and production process, liaison with service engineers.

JAGA (Diepenbeek, Belgium) *Assistant Technical Director, convector and other heating device factory, 1987.*

- Inventoried machinery on the production floor and wrote safety instructions, calculated labor costs.

**EDUCATION**

NORTHEASTERN UNIVERSITY (Boston MA) *Computer Systems Specialist Program completed 2002. (GPA 3.9)*

- Program Logic, Database Management, Communications. & Network, Systems, Html, C, C++, UNIX, Java, JavaScript, Visual Basic, VBA, MS office (Word, Excel, Access, PowerPoint, FrontPage, Photo Draw).
- Dean's list certificate in recognition of academic excellence.
- Capstone project: Web-based evaluation form (JavaScript) linked to a database for Kronos Inc.

GROUP T (Leuven, Belgium) *Master's degree in Engineering, Electro-Mechanics, 1983-1985.*

- Financial Management, Personnel Affairs, Organization and management, Marketing, Production, Environmental Aspects, Electrical Engineering, Electronics, Projects & Design, Automation, Applied Mechanics, Micro mechanics, Industrial safety, Information Technology, Fortran, Pascal, Communication, Industrial Construction, Cybernetics.

FORD MOTOR COMPANY (Cologne, Germany), 1984.

- Held a three-month internship upon the conclusion of which I wrote a thesis entitled "Friction on oil pumps".

INDUSTRIAL STATE HIGH SCHOOL (Hasselt, Belgium) *Bachelor's in Engineering, 1980-1983.*

- Mathematics, Mechanics, Physics, Chemistry, Materials, Electricity, Thermo & Fluid mechanics, Economics, IT.

OTHER COURSEWORK, taken between 1990 and 2006, includes the following seminars:

- Technical-commercial subjects, Meetings with results, Negotiating, Developing your speaking talent, Parliamentary procedure, Cultural identity as a source for economic growth.

**LANGUAGES**

- Native language is Dutch, fluent in English, French, and German, notions of Spanish and Swedish.

**PROFFESIONAL AFFILIATIONS**

Member of the Cape Cod Chamber of Commerce, member of the Cape Cod Technology Council and a graduate of the Community Leadership Institute of Cape Cod and the Islands 2006.

Computer User groups: *Boston Access day, Cape Cod .net group 2003-now.*

Belgian American Society Of New England, *Webmaster, Director, Business Networking Group, 2001-now.*

Flemish Engineers Society, *board member since 1989, local vice president from 1994-1999.*

Jaycees (JCI) 1992-1999. *Internationalism, Coordinated European Capitals Meeting 1995, honorary member.*

Served in the Belgian Army (Engineering Division, Cologne, Germany) for in 1985-1986.