

Roksana Włodarczyk

I combine an analytical mind with a passion for creative activities.

Currently, I focus on personal development and I am looking for a place for myself on earth.

Experience

● Help of the Chief Accountant

BCD TRAVEL POLAND Sp. z o.o.

December 2022 - present

Sales accounting, settlement, VAT margin, bank statements, reporting, SYMFONIA

● Coordinator for Patient Services

WUM Medical Center

June 2022 – December 2022

Debt collection activities of the company; Documentation management; Improving the cooperation of registration with the financial, accounting, IT, legal and administrative departments and with the Directors of Dental Departments; Invoicing.

● Medical Recorder

WUM Medical Center

July 2021 – June 2022

Management of patient payments, their registration in the system; Coordinating the operation of the vaccination site; Comprehensive administrative management of registration

● Recorder

Fi-Able Physiotherapy Office

June 2016 – September 2020

Responsibility for the financial aspects of patient care; Marketing setting; Reporting; Documentation management; Invoicing.

Skills and Specialties

- English at C1 level
- Basics of Italian and French
- MS Office, Symfonia FiK, Power BI, Adonis, MS Project
- Graphics programs, processing films and music
- Work under pressure, independence, team building, good organization of time and work, high sense of aesthetics
- Driving license cat. B
- Computer systems support
- Interest in current trends and facts from the business world

Education

● University of Warsaw

Master - Management (Spec. Marketing Management)

- 2023 - present

- legal aspects of organizational activities, marketing, brand building, marketing communication, consumer behaviour, marketing indicators, marketing experience

● University of Warsaw

Bachelor - Financial Management and Accounting (Spec. Accounting in economic organizations)

- 2020-2023

- statistics, management accounting, cost accounting, financial accounting, internal control, computer support of accounting, students' union activity
- analysis of campaign effectiveness

● I LO them. Władysław Broniewski Bełchatów

Mathematical and Geographical Profile

- 2017-2020

- running the radio node, chairing the organizing committee of two special events for 250 and 450 people, students' union activity, organization of cultural and sports events of the school

Personal development

● Google Skills of Tomorrow

Internet Marketing - Google Certificate with SGH

- Brand Building, Technical Aspects of Online Advertising Campaigns

● Social Media Marketing (Skilled Marketing) - Dagmar Pakulska Training Certificate

- Brand Building, personal branding, social media campaigns

● Foundation - Academy of the Future

- I'm the leader of the AP foundation that works for children in primary schools. I take care of a team of 5 volunteers and wardens.

● Students' Organization for Sustainable

Development - creation of projects related to the idea of sustainable development, social media section