

# 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