

ULISES RUDICH

WEBFLOW DEVELOPER & GRAPHIC DESIGNER

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PORTFOLIO: www.ulisesrudich.com

PROFESSIONAL PROFILE

Webflow Developer & Graphic Designer with a strong foundation in visual design. Proficient in translating Figma designs into clean, responsive, and scalable Webflow websites using the Client-First methodology. Detail-oriented, highly organized, and collaborative, with a fast-learning mindset focused on delivering high-quality web experiences.

TECH STACK & SKILLS

Webflow	JavaScript	GSAP
HTML	Figma	Webflow CMS
CSS	Client-First	

LANGUAGES

English — B2 Level (Cambridge First Certificate in English)

Spanish — Native

EDUCATION

Digital Graphic Design Technical Degree 2023 — 2025
ORT

Sound Engineering (3 years) 2018 — 2021
Universidad Nacional de Tres de Febrero

WORK EXPERIENCE

Administrative Assistant, at Uniteck may 2025 — present

- Handle customer inquiries and complaints, ensuring clear communication and problem resolution.
- Organize and manage company documentation and product inventory.
- Coordinate shipping and logistics for customer orders.
- Process payments for services and taxes, and register the daily cashflow.
- Request and compare supplier proposals to optimize office costs.
- Perform general administrative tasks.

HR Assistant, at Tostadas Riera**Oct 2022 — Apr 2025**

- Coordinated and supervised outsourced services (cafeteria, on-site medical staff, security, and transportation) and planned corporate events.
- Managed the onboarding process for new hires (documentation, facility tours, workwear, tools).
- Provided internal customer service, distributing PPE, paystubs, and performing routine facility walk-throughs.
- Drafted and distributed internal company communications via organizational emails and bulletin boards.
- Managed internal purchasing for office supplies, pharmacy items, groceries, and workwear.
- Performed general administrative tasks.

Technology Intern, at Swiss Medical**Jan 2022 — Feb 2022**

- Updated operating systems and performed hardware maintenance.
- Audited obsolete equipment across different locations for system decommissioning.
- Configured new equipment and refurbished legacy equipment.
- Managed stock for IT equipment and peripherals.

COURSES

'The Ultimate React Course' by Jonas Schmedtmann, Udemy **2025****'The Complete JavaScript Course' by Jonas Schmedtmann, Udemy** **2025****'Build Responsive Websites with HTML & CSS' by Jonas Schmedtmann, Udemy** **2024****UX/UI Design, Coderhouse** **2022**