

Derek Raufeisen

5956 Keensburg Dr • Indianapolis, IN 46228 • 317.560.3391 • draufeisen1001@gmail.com

Education:

Center Grove High School, Diploma received
Ivy Tech Community College

June 2017
August 2017-Present

Professional Experience:

Craft Genius, Indianapolis, IN

September 2019 – Present

Director of Finance and Analytics

- Analyzed and purchased a variety of supplies, software and memberships to minimize expenses while maximizing profits
- Supervised and directed activities of Web Designer/Media Writer
- Created and managed social media campaigns
- Implemented POS system and trained staff on the system
- Recorded and tracked business expenses
- Ensured legal and tax compliance
- Calculated and processed weekly payroll

DoorDash, Indianapolis, IN

September 2018 – August 2019

Driver

- Ensured accurate delivery of items to clients
- Addressed clients' concerns quickly and efficiently

Arni's, Greenwood, IN

October 2017 – August 2018

Server

- Greeted customers, delivered food and beverages and ensured customers were pleased with their dining experience
- Filled in for coworkers and management whenever needed as Host, Busser or Food Expediter
- Assisted with opening and closing duties

Center Grove Middle School North, Greenwood, IN

September 2016 – May 2017

Cadet Teacher

- Independently directed classroom activities in teachers' absence
- Created, organized and facilitated lesson plans
- Prepared and conducted science experiences with students
- Helped classroom teachers grade students' homework, classwork and tests
- Tutored students one-on-one with Math, Social Studies and Science

Additional Skills:

- Strong customer service skills
- Reliable and dedicated
- Highly dependable, self-motivated and organized
- Goal oriented and ambitious
- Proficient in Microsoft Office