

Andrew Juneau

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Education

University of Minnesota - Twin Cities

Minneapolis-St. Paul, Minnesota

BACHELOR OF SCIENCE IN APPLIED ECONOMICS

2014–2017

- **Management minor** Curtis L. Carlson School of Management
- **Technical Writing and Communication minor** Department of Writing Studies, College of Liberal Arts

Study Abroad: Intro to Entrepreneurship in Cuba

Havana, Cuba

CARLSON GLOBAL INSTITUTE

Spring 2016

- Researched, developed, and presented a new venture connected to the Cuban market
- Surveyed how entrepreneurs are dealing with opportunities and threats in Cuba

University of Vermont

Burlington, Vermont

BUSINESS ADMINISTRATION

2013–2014

Experience

Center for Writing

University of Minnesota - Twin Cities

WRITING CONSULTANT

September 2015–present

- Facilitate collaborative face-to-face and online appointments with students and help them develop productive writing habits and revision strategies
- Listen to writers, help them clarify and articulate their ideas, and affirm the experiences and abilities they bring to their writing
- Participate in co-mentoring and quarterly professional development activities in a writing center that fosters an inclusive and diverse community
- Took *WRIT 3751W Theory and Practice of Writing Consultancy*, a seminar on pedagogies in a dynamic, multi-disciplinary learning center

Carlson School of Management

University of Minnesota - Twin Cities

ASSISTANT TO PROFESSOR EMERITUS ANDREW H. VAN DE VEN

May 2015–present

- Edit journal manuscripts and book chapters on topics of management, innovation, organizations, and engaged scholarship
- Analyze reviewing processes data and produce reports for the *Academy of Management Discoveries*
- Support administrative functions of the *AMD* editorial board

Veritas Technologies

Roseville, MN

INTERNAL COMMUNICATIONS INTERN

Summer 2016

- Collaborated with engineers on technical write-ups and invention disclosure forms
- Wrote news stories about industry conferences, corporate events, and sponsored seminars for the corporate intranet

CFANS Communication Team

University of Minnesota - Twin Cities

WEBSITE ASSISTANT

January 2015–September 2015

- Assisted in 10 departmental and 6 research center website migrations, as well as independently managed the transition of 1 department
- Created an ancillary style guide and Drupal manual for the Department of Applied Economics
- Utilized web content management systems to produce webpages that conform to university, college, and department standards and style guides

The Red Radish Natural Foods

Neenah, WI

ONLINE CONTENT MANAGER | STORE CLERK

June 2011–September 2015

- Managed social media presence and increased organic page activity by over 2000%
- Authored and edited weekly email newsletters to a customer list of over 4,000 addresses
- Stocked and inventoried store, prepped food, and attended cash register

Extracurricular Activity

University Student Legal Service

University of Minnesota - Twin Cities

BOARD OF DIRECTORS MEMBER

December 2016–May 2017

- Contribute to monthly meetings and projects
- Serve on a sub-committee

Argument Group

University of Minnesota - Twin Cities

FOUNDING MEMBER

November 2016–present

- Read and discuss philosophical texts in fortnightly meetings
- Workshop exegetical essays in small groups

Mid-Continent Oceanographic Institute

St. Paul, MN

AFTER-SCHOOL HOMEWORK HELP VOLUNTEER

September 2016–present

- Help students ages 6–18 with homework, creative and critical thinking, and writing for 90 minutes per week

United Nations Student Association - Model United Nations

University of Minnesota - Twin Cities

TREASURER 2016–PRESENT | MEMBER 2015–PRESENT

September 2015–present

- Apply for internal and external grants, as well as over \$13,000 in annual Student Service Fees
- Attended as a delegate competitive conferences hosted by the University of California, Berkeley (UCBMUN XX) and Boston University (BarMUN IX)
- Helped the club host its annual conference (MinneMUN IV and V) in 2016 and 2017

Circle K International

University of Minnesota - Twin Cities

PRESIDENT 2015–2016 | SECRETARY 2014–2015 | FOUNDING MEMBER 2014–PRESENT

August 2014–present

- Guided officers, chairs, and members in accomplishing service, leadership, and fellowship
- Logged weekly meeting minutes and systematized over 100 members' volunteer records
- Volunteered over 30 hours per semester

CFANS Policy Engagement Program

University of Minnesota - Twin Cities

FELLOW

October 2015–May 2016

- Gained an on-the-ground understanding of the methods used to influence Minnesota's and the United States' political processes
- Met with lobbyists, agency leaders, elected officials, advocates, citizen, and state and federal employees

Investment Club

University of Vermont

MEMBER

October 2013–May 2014

- Presented new investment opportunities to be added to the club's portfolio
- Discussed the club's investments at weekly meetings
- Conferred with local financial advisors and alumni

Hall Council

University of Vermont

VICE PRESIDENT OF FINANCE

September 2013–May 2014

- Worked with the Marsh, Austin, and Tupper Residence Halls to plan frequent events
- Managed the funds and purchasing card of the Marsh, Austin, and Tupper Hall Council

Ski & Snowboard Club

University of Vermont

MEMBER

September 2013–May 2014

- Attended meetings, film screenings, and ski trips

Student Climate Culture

University of Vermont

MEMBER

September 2013–May 2014

- Advocated for the divestment of UVM funds in companies that do not represent the university's ideals

Honors & Awards

2016–2017 **Robert Henton Fund Scholarship**, College of Food, Agricultural and Natural Resource Sciences

2015–2016 **Applied Economics Centennial Undergraduate Scholarship**, Department of Applied Economics

2014–2016 **Dean's List** ×4, College of Food, Agricultural and Natural Resource Sciences

2013–2014 **Presidential Scholarship**, University of Vermont

Skills

- English (native)
- Parliamentary procedure, Robert's Rules of Order

SOFTWARE

- Microsoft Office, Google Drive
- Adobe Photoshop, Illustrator, InDesign
- HTML, CSS, Python, \LaTeX
- Drupal, WordPress, Google Sites, GitHub Pages
- Google Analytics
- Constant Contact, MailChimp