

# Andrew Juneau

Twin Cities, Minnesota, USA

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## Education

### University of Minnesota - Twin Cities

Minneapolis-Saint 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
- 3.74 GPA | Dean's List ×5

### Carlson Global Institute

Havana, Cuba

STUDY ABROAD: INTRO TO ENTREPRENEURSHIP IN CUBA

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

### Open Systems International

Medina, MN

CONTRACT COORDINATOR — BUSINESS DEVELOPMENT

July 2017–present

- Coordinate the timely review and execution of contract documents such as statements of work and software license agreements
- Act as the point of contact for contract negotiations regarding multimillion-dollar software systems
- Draft and maintain relevant processes, procedures, work instructions, and document templates

### Veritas Technologies

Roseville, MN

INTERNAL COMMUNICATIONS INTERN

Spring 2017

- Wrote intranet stories about corporate strategy, product development, and industry news

### Center for Writing

Minneapolis, MN

WRITING CONSULTANT

September 2015–May 2017

- Facilitated over 300 collaborative face-to-face and online appointments with students ranging in level from undergraduate to doctoral
- Listened to writers, helped them clarify and articulate their ideas, and affirmed the experiences and abilities they brought to their writing
- Participated in co-mentoring and quarterly professional development activities in a writing center that fosters an inclusive and diverse community

### Carlson School of Management

Minneapolis, MN

ASSISTANT TO PROFESSOR EMERITUS ANDREW H. VAN DE VEN

May 2015–May 2017

- Edited journal manuscripts and book chapters on topics of management, innovation, organizations, and engaged scholarship
- Organized online course materials and office correspondence
- Monitored the financial statements of 3 university accounts
- Supported administrative functions of the *Academy of Management Discoveries* editorial board

### Veritas Technologies

Roseville, MN

JOURNALISM AND TECHNICAL WRITING INTERN

Summer 2016

- Collaborated with engineers on white papers and invention disclosure forms
- Wrote about the research and development of emerging technologies

### CFANS Communication Team

Saint Paul, MN

WEBSITE ASSISTANT

January 2015–September 2015

- Assisted 10 departments' and 6 research centers' migrations to a new platform, 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

Neeenah, WI

ONLINE CONTENT MANAGER | STORE CLERK

June 2011–September 2015

- Managed social media presence and increased organic page activity by over 2000%
- Stocked and inventoried store, prepped food, and attended cash register

## Extracurricular Activity

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### University Student Legal Service

University of Minnesota - Twin Cities

#### BOARD OF DIRECTORS MEMBER

December 2016–May 2017

- Promoted legal services and education through fundraisers, law school fairs, and other advocacy
- Oversaw policies, finances, and elections by serving on the Board's management committee

### Epistemai

University of Minnesota - Twin Cities

#### FOUNDING MEMBER

November 2016–May 2017

- Read and discussed philosophical texts and workshopped exegetical essays in fortnightly meetings for a new student-run journal

### Mid-Continent Oceanographic Institute

Saint Paul, MN

#### AFTER-SCHOOL HOMEWORK HELP VOLUNTEER

September 2016–December 2016

- Helped 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 2016–2017 | MEMBER 2015–2017

September 2015–May 2017

- Maintained thorough records and applied for grants to support a >\$14,000 budget
- Attended as a delegate competitive conferences hosted by the University of California, Berkeley; Boston University; and the University of Toronto
- Helped host an annual conference in 2016 and directed one of its simulations in 2017

### Circle K International

University of Minnesota - Twin Cities

#### FOUNDING MEMBER 2014–2017 | SECRETARY 2014–2015 | PRESIDENT 2015–2016

August 2014–May 2017

- Guided members in accomplishing service, leadership, and fellowship for a new chapter of Kiwanis International's collegiate service organization
- 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 political processes in Minnesota and the United States
- Met with lobbyists, agency leaders, elected officials, advocates, citizens, 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 and collaboratively managed 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

- Planned community-building events for the Marsh, Austin, and Tupper Residence Halls
- Managed the council's funds and purchasing card

### 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 divestiture of university funds from companies that do not represent the University's ideals

## Honors & Awards

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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

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

## Skills

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

#### SOFTWARE

- Microsoft Office, Google G Suite
- Adobe Photoshop, Illustrator, InDesign
- HTML, CSS, PHP (beginner), Python (intermediate), regex, Markdown,  $\LaTeX$
- Drupal, WordPress, Google Sites, GitHub Pages