

Andrew Juneau

Twin Cities, Minnesota, USA

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Education

University of Minnesota Law School

JURIS DOCTOR

Minneapolis, Minnesota

2018–present

University of Minnesota - Twin Cities

BACHELOR OF SCIENCE IN APPLIED ECONOMICS

Minneapolis-Saint Paul, Minnesota

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

STUDY ABROAD: INTRO TO ENTREPRENEURSHIP IN CUBA

Havana, 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

BUSINESS ADMINISTRATION

Burlington, Vermont

2013–2014

Experience

Open Systems International

CONTRACT COORDINATOR — BUSINESS DEVELOPMENT

Medina, MN

July 2017–January 2018

- 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

INTERNAL COMMUNICATIONS INTERN

Roseville, MN

Spring 2017

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

Center for Writing

WRITING CONSULTANT

Minneapolis, MN

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

ASSISTANT TO PROFESSOR EMERITUS ANDREW H. VAN DE VEN

Minneapolis, MN

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

JOURNALISM AND TECHNICAL WRITING INTERN

Roseville, MN

Summer 2016

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

CFANS Communication Team

WEBSITE ASSISTANT

Saint Paul, MN

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

ONLINE CONTENT MANAGER | STORE CLERK

Neenah, WI

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

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

Double Gopher Scholarship, University of Minnesota Law School

2018–2021

Robert Henton Fund Scholarship, College of Food, Agricultural and Natural Resource Sciences

2016–2017

Applied Economics Centennial Undergraduate Scholarship, Department of Applied Economics

2015–2016

Presidential Scholarship, University of Vermont

2013–2014

Skills

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