

Andrew Juneau

Twin Cities, Minnesota, USA

✉ andrew@andrewjuneau.com | 🏠 andrewjuneau.com | 📺 JuneauWarez | 📺 andrewjuneau

Education

Bachelor of Science in Applied Economics

Minneapolis-St. Paul, MN

UNIVERSITY OF MINNESOTA - TWIN CITIES

2014–2017

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

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

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

Carlson School of Management

University of Minnesota - Twin Cities

ASSISTANT TO PROFESSOR EMERITUS ANDREW H. VAN DE VEN

May 2015–present

- Edit manuscripts on topics of management, innovation, organizations, and engaged scholarship
- Monitor financial statements for three University accounts
- Analyze reviewing processes data and produce reports for the *Academy of Management Discoveries*

Veritas Technologies

Roseville, MN

INTERNAL COMMUNICATIONS INTERN

Summer 2016

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

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
- Applied creative usability solutions both for client-facing and business-facing functions

The Red Radish Natural Foods

Neenah, WI

ONLINE CONTENT MANAGER

June 2011–September 2015

- Managed social media presence on five platforms and increased organic page activity by over 2000%
- Authored and edited weekly email newsletters to a customer list of over 4,000 addresses

Extracurricular Activity

United Nations Student Association - Model United Nations

University of Minnesota - Twin Cities

TREASURER 2016–PRESENT; MEMBER 2015–PRESENT

September 2015–present

Mid-Continent Oceanographic Institute

St. Paul, MN

AFTER-SCHOOL HOMEWORK HELP VOLUNTEER

September 2016–present

Circle K International

University of Minnesota - Twin Cities

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

August 2014–present

Argument Group (philosophy club)

University of Minnesota - Twin Cities

FOUNDING MEMBER

November 2016–present

CFANS Policy Engagement Program

University of Minnesota - Twin Cities

FELLOW

October 2015–May 2016

Computer Proficiencies

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