

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

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

Veritas Technologies

Roseville, MN

INTERNAL COMMUNICATIONS INTERN

Spring 2017

- Wrote news stories about corporate strategy, product development, and emerging technologies

Center for Writing

University of Minnesota - Twin Cities

WRITING CONSULTANT

September 2015–May 2017

- Facilitated collaborative face-to-face and online appointments with students and helped them develop productive writing strategies
- Listened to writers, helped them clarify and articulate their ideas, and affirmed their experiences and abilities with writing
- Participated 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–May 2017

- Edited journal manuscripts and book chapters on topics of management, innovation, organizations, and engaged scholarship
- Researched and reported on innovation and entrepreneurship in various countries and regions of the world
- Monitored financial statements for 3 University accounts
- Analyzed reviewing processes data and produced reports for the *Academy of Management Discoveries*
- Organized 4 international workshops on behalf of the *Academy of Management Discoveries* editorial team

Veritas Technologies

Roseville, MN

JOURNALISM AND TECHNICAL WRITING INTERN

Summer 2016

- Collaborated with engineers on white papers 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

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

- Oversaw policies and finances by serving on the Board's management committee

Compass Undergraduate

University of Minnesota - Twin Cities

MEMBER | ALLY

November 2016–May 2017

Epistemai

FOUNDING MEMBER

- Contributed to the founding of a new, undergraduate-student-run journal of philosophy
- Read and discussed philosophical texts and workshopped exegetical essays in fortnightly meetings

University of Minnesota - Twin Cities

November 2016–May 2017

Mid-Continent Oceanographic Institute

AFTER-SCHOOL HOMEWORK HELP VOLUNTEER

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

St. Paul, MN

September 2016–December 2016

United Nations Student Association - Model United Nations

TREASURER 2016–PRESENT | MEMBER 2015–PRESENT

- Maintained thorough, accurate, and transparent records of the club's >\$14,000 budget
- Applied for internal and external grants
- Attended as a delegate competitive conferences hosted by the University of California, Berkeley, Boston University, and the University of Toronto
- Directed a crisis committee and helped to host at the club's annual conference in 2016 and 2017

University of Minnesota - Twin Cities

September 2015–May 2017

Circle K International

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

- Guided members in accomplishing service, leadership, and fellowship for a new chapter of Kiwanis International's collegiate service organization
- Logged weekly meeting minutes and systematized over 100 members' volunteer records
- Volunteered over 30 hours per semester

University of Minnesota - Twin Cities

August 2014–May 2017

CFANS Policy Engagement Program

FELLOW

- 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

University of Minnesota - Twin Cities

October 2015–May 2016

Investment Club

MEMBER

- 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

University of Vermont

October 2013–May 2014

Hall Council

VICE PRESIDENT OF FINANCE

- 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

University of Vermont

September 2013–May 2014

Ski & Snowboard Club

MEMBER

- Attended meetings, film screenings, and ski trips

University of Vermont

September 2013–May 2014

Student Climate Culture

MEMBER

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

University of Vermont

September 2013–May 2014

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 x4**, 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, PHP, Python, Markdown, \LaTeX
- Drupal, WordPress, Google Sites, GitHub Pages
- Google Analytics, Tableau
- Constant Contact, MailChimp