

# ANDREW MINNIS

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## EDUCATION

### Bachelor of Science in Business Administration

Kansas State University | Manhattan, KS

Expected: May 2026

- GPA: 3.45/4.0
- Major: Finance
- Minor: Entrepreneurship
- Certificate: Professional Strategic Selling

## RELEVANT EXPERIENCE

### Finance Intern

Dynamic Logistix | Overland Park, KS

May 2023 - Aug 2023

- Perform Bank reconciliations daily and got in contact with clients to have them switch over to ACH payments
- Utilize programs including Sage Intact, Microsoft Excel, and Microsoft Teams to complete daily tasks in the finance department
- Collaborated with the finance team to improve financial reporting processes, resulting in more timely and accurate financial statements.

### Operations Assistant

Krucial Rapid Response | Overland Park, KS

Jun 2020 - Aug 2022

- Contributed effectively to the organization's success by providing essential support through a diverse range of tasks, including coordinating phone calls, managing incoming and outgoing information, attentively updating data in Microsoft Teams and Excel, and overseeing the Medical Observation team.
- While in this role, I thrived in a dynamic, high-pressure environment driven by the urgent need to deploy travel nurses across the United States in response to the pandemic.

## LEADERSHIP & ACTIVITIES

### Member

Kansas State Investment Club

Aug 2023 - Present

- Actively participated in investment competitions, applying investment strategies and analyzing market trends to achieve competitive results.
- Engaged in continuous learning by attending investment conferences and workshops, staying updated on the latest industry trends and best practices.

### Member

Student Finance Association

Aug 2023 - Present

## SKILLS & CERTIFICATION

Microsoft Excel • Microsoft Word • Reconciling bank statements