

HAILEY HELTERBRAN

PROFESSIONAL SUMMARY

Business student at the University of Mississippi with four years of internship experience across accounting, finance, sales, and marketing. Has a proven history of improving customer experiences, adapting in the workplace, and increasing sales. Passionate about using problem-solving skills and effective communication to succeed in professional settings.

EDUCATION

B.S. IN BUSINESS MANAGEMENT AND ACCOUNTING Aug 2023 – May 2027
University of Mississippi Oxford, MS

HIGH SCHOOL DIPLOMA May 2023
Coppell High School Coppell, TX

EXPERIENCE

SCHOOL OF BUSINESS STUDENT ADVISORY BOARD Mar 2026 – Present
University of Mississippi Oxford, MS

- ♦ Selected by the Interim Associate Dean to advise the School of Business as part of a highly selective student group
- ♦ Represent student perspective in discussions with senior leadership
- ♦ Provide input on initiatives impacting student experience and program effectiveness

VICE PRESIDENT Nov 2025 – Present
Ole Miss Business Club Oxford, MS

- ♦ Initially, Director of Member Engagement from 11/25-12/25
- ♦ Led member engagement initiatives that increased participation by 23%
- ♦ Coordinated weekly guest speaker events to raise attendance and networking opportunities
- ♦ Implemented a member feedback system to deliver measurable engagement improvements
- ♦ Secured sponsorships to expand event budgets and resources and support programming
- ♦ Supported acquisition of 501(c) status to enable tax-deductible sponsorships and donations

SALES INTERN Aug 2025 – Present
RevelXP Oxford (Ole Miss Experience) Oxford, MS

- ♦ Generated \$5,000+ in sales in two weeks, strengthening client relationships and driving growth
- ♦ Served as main client contact from payment to execution, managing contracts and communications
- ♦ Coordinated with multiple vendors for catering and sports seasons, ensuring timely execution
- ♦ Reconciled live client selections across vendors, improving accuracy and operational efficiency

FINANCE INTERN Jun 2025 – Aug 2025
Skyward Construction Group Roanoke, TX

- ♦ Streamlined financial reports to support precise budgeting and informed decisions
- ♦ Enhanced project expense tracking for transparent reporting
- ♦ Collaborated on analyses to support strategic cost optimization
- ♦ Implemented SOPs to ensure accurate budget reviews
- ♦ Secured permits and coordinated inspections for projects

OPERATIONS AND MARKETING INTERN Nov 2024 – Jun 2025
Skyward Construction Group Roanoke, TX

- ♦ Manage 15+ project schedules, ensuring timely completion and client satisfaction
- ♦ Identify labor savings through detailed time studies, optimizing resource allocation
- ♦ Coordinate vendors to reduce delays and enhance project efficiency
- ♦ Develop BOM slideshow, streamlining installation processes
- ♦ Supervise interns, improving onboarding and scheduling

ACCOUNTING AND OPERATIONS SUMMER INTERN

Kristi Hopper Designs

May 2024 – Aug 2024

Lewisville, TX

- ◆ Prepare accurate tax documents for 20+ accounts, ensuring compliance for clients
- ◆ Streamline office workflow by managing tasks and deadlines
- ◆ Support CPA and attorney during audits, resolving discrepancies
- ◆ Coordinate vendor deliveries to meet project schedules

MARKETING INTERN

Housewright Marketing

Jun 2023 – Dec 2024

Southlake, TX

- ◆ Supported office operations with administrative tasks
- ◆ Implemented data-driven marketing strategies for improved client outreach
- ◆ Conducted research on market trends to inform campaign development
- ◆ Maintained accurate records of marketing initiatives and outcomes

JUNIOR SALES MANAGER

Pure Barre

Dec 2022 – May 2023

Coppell, TX

- ◆ Led sales meetings to increase team productivity
- ◆ Enhanced merchandise sales by 10% through targeted strategies
- ◆ Recruited 50+ members, improving team retention
- ◆ Generated 25+ weekly leads via cold-calling
- ◆ Built strong client relationships to support sales growth

SALES ASSOCIATE

Pure Barre

Dec 2021 – Dec 2022

Coppell, TX

- ◆ Recruited 50+ members, fostering loyalty through targeted engagement strategies
- ◆ Generated 25+ weekly leads by executing strategic cold-calling
- ◆ Conducted 50+ daily cold calls, driving consistent membership growth

SKILLS

Customer Service, Time Management, Client Relations, Analytical Thinking, Team Leadership, Process Improvement, Relationship Building, Financial Reporting, Strategic Communication, Adaptability, Customer Retention, Public Speaking, Business Analysis, Process Automation, Operational Efficiency, Market Positioning, Business Development, Financial Strategy, Performance Improvement, Operational Strategy.

ADDITIONAL INFORMATION

HONORS AND AWARDS

- ◆ The National Society of Collegiate Scholars
- ◆ Alpha Lambda Delta Honor Society
- ◆ Phi Eta Sigma Honor Society
- ◆ The Society for Collegiate Leadership & Achievement
- ◆ Chancellor's Honor Roll
- ◆ Dean's List
- ◆ Texas Glass Association Scholarship Recipient

ACTIVITIES AND VOLUNTEER EXPERIENCE

- ◆ Ole Miss Business Club (Executive Position)
- ◆ Ole Miss Business Communications Department Guest Speaker (Ted Talk for students on investing strategies)
- ◆ Ole Miss Finance Club
- ◆ Mission 34 (Ole Miss)
- ◆ Collegiate Management LLC
- ◆ Coffee Talk Coppell Guest Speaker and Student Leader
- ◆ Caring Companions