

# 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>B.S. IN BUSINESS MANAGEMENT AND ACCOUNTING</b> <i>University of Mississippi</i>	<b>Aug 2023 – May 2027</b> <i>Oxford, MS</i>
<b>HIGH SCHOOL DIPLOMA</b> <i>Coppell High School</i>	<b>May 2023</b> <i>Coppell, TX</i>

## EMPLOYMENT HISTORY

---

<b>VICE PRESIDENT, (PRESIDENT ELECT 2026-2027)</b> <i>Ole Miss Business Club</i>	<b>Nov 2025 – Present</b> <i>Oxford</i>
<ul style="list-style-type: none"><li>♦ Led member engagement initiatives that increased participation by 73%</li><li>♦ Coordinated weekly guest speaker events to raise attendance and networking opportunities. (ex. CEO at Top Golf, CEO at Brinker International, VP at AutoZone, etc.)</li><li>♦ Secured sponsorships to expand event budgets and resources and support programming (\$7200 to date)</li><li>♦ Supported acquisition of 501(c) status to enable tax-deductible sponsorships and donations. The first ever club at Ole Miss classified as such.</li></ul>	
<b>SALES INTERN</b> <i>RevelXP Oxford (Ole Miss Experience)</i>	<b>Aug 2025 – Present</b> <i>Oxford, MS</i>
<ul style="list-style-type: none"><li>♦ Generated \$5,000+ in sales in two weeks, strengthening client relationships and driving growth</li><li>♦ Served as main client contact from payment to execution, managing contracts and communications</li><li>♦ Coordinated with multiple vendors for catering and sports seasons, ensuring timely execution</li><li>♦ Reconciled live client selections across vendors, improving accuracy and operational efficiency</li></ul>	
<b>FINANCE INTERN</b> <i>Skyward Construction Group</i>	<b>Jun 2025 – Aug 2025</b> <i>Roanoke, TX</i>
<ul style="list-style-type: none"><li>♦ Streamlined financial reports to support precise budgeting and informed decisions</li><li>♦ Enhanced project expense tracking for transparent reporting</li><li>♦ Collaborated on analyses to support strategic cost optimization</li><li>♦ Implemented SOPs to ensure accurate budget reviews</li><li>♦ Secured permits and coordinated inspections for projects</li></ul>	
<b>OPERATIONS AND MARKETING INTERN</b> <i>Skyward Construction Group</i>	<b>Nov 2024 – Jun 2025</b> <i>Roanoke, TX</i>
<ul style="list-style-type: none"><li>♦ Manage 15+ project schedules, ensuring timely completion and client satisfaction</li><li>♦ Identify labor savings through detailed time studies, optimizing resource allocation</li><li>♦ Coordinate vendors to reduce delays and enhance project efficiency</li><li>♦ Develop BOM slideshow, streamlining installation processes</li><li>♦ Supervise interns, improving onboarding and scheduling</li></ul>	
<b>ACCOUNTING AND OPERATIONS SUMMER INTERN</b> <i>Kristi Hopper Designs</i>	<b>May 2024 – Aug 2024</b> <i>Lewisville, TX</i>
<ul style="list-style-type: none"><li>♦ Prepare accurate tax documents for 20+ accounts, ensuring compliance for clients</li><li>♦ Streamline office workflow by managing tasks and deadlines</li><li>♦ Support CPA and attorney during audits, resolving discrepancies</li><li>♦ Coordinate vendor deliveries to meet project schedules</li></ul>	

**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

---

---

**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)
- ◆ Coffee Talk Coppell Guest Speaker and Student Leader

---

---

**SKILLS**

---

---

Cash Handling, Cross Selling, Client Onboarding, Customer Service, Time Management, Client Relations, Analytical Thinking, Team Leadership.