

HAILEY HELTERBRAN

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

University of Mississippi

Major: General Business

Expected Graduation: December 2027

EMPLOYMENT HISTORY

INVESTMENT & OPERATIONS ANALYST INTERN

Collegiate Capital LLC

Jun 2026 – Present

Oxford, MS

- ♦ Analyze student housing market trends, property performance, and economic data to support investment strategy and acquisition decisions.
- ♦ Collaborate with lenders, legal teams, vendors, and internal stakeholders to execute acquisition and operational initiatives.
- ♦ Develop investor presentations and investment materials to communicate market analysis, portfolio insights, and strategic opportunities.

BUSINESS SCHOOL STUDENT ADVISORY BOARD MEMBER

University of Mississippi School of Business Administration

Mar 2026 – Present

Oxford, MS

- ♦ Selected by the Interim Associate Dean to serve on a highly selective advisory board.
- ♦ Collaborate with School of Business leadership to provide student insight on initiatives, programs, and strategic priorities.

PRESIDENT

Ole Miss Business Club

May 2026 – Present

Oxford, MS

- ♦ Raised and managed **\$115K+** in corporate sponsorships and partnership opportunities.
- ♦ Lead strategy and execution for a **670+ member organization** and **20+ person executive team**, coordinating cross-functional initiatives across operations, marketing, membership, professional development, and corporate partnerships.
- ♦ Designed project-management systems and approval workflows to deliver a **10-session professional-development curriculum**, semester programming, and **20+ speakers and business leaders**.

SALES INTERN

RevelXP Oxford (Ole Miss Experience)

Aug 2025 – May 2026

Oxford, MS

- ♦ Served as the primary point of contact for clients from booking through event execution, building lasting customer relationships while delivering exceptional service.
- ♦ Generated **over \$5,000 in sales** within two weeks by building customer relationships and recommending solutions based on customer needs.
- ♦ Coordinated with vendors and internal teams to deliver seamless customer experiences.

FINANCE INTERN

Skyward Construction Group

Jun 2025 – Aug 2025

Roanoke, TX

- ♦ Analyzed project cost, labor, and installation data to identify operational inefficiencies and recommend changes projected to improve profitability by **64%** and reduce installation time by **24%**.
- ♦ Built Excel-based financial models, bills of materials, and cost-tracking tools that improved visibility into project performance and identified more than **\$4,900 in potential labor savings**.
- ♦ Reviewed budgets, invoices, and AIA payment documentation to investigate cost variances, strengthen reporting accuracy, and translate project-level financial data into actionable recommendations for leadership.

SUMMER ASSIST TO HEAD FINANCIAL ADVISOR

The Penn Valente Group at Baird

Jun 2025

Dallas

- ♦ Supported senior financial advisors through client research and relationship management.
- ♦ Prepared materials and market research for client meetings.
- ♦ Observed client meetings to strengthen knowledge of financial planning and client service.

OPERATIONS AND BUSINESS DEVELOPMENT INTERN

Skyward Construction Group

Nov 2024 – Jun 2025

Roanoke, TX

- ♦ Developed business-development and marketing initiatives that identified more than **\$15,000 in cost-saving opportunities**, while supporting proposals, market research, and growth-focused recommendations for company leadership.

- ◆ Coordinated across field teams, vendors, and leadership to track project timelines, materials, and deliverables, using **Buildertrend, Gantt charts, and bills of materials** to improve visibility and keep projects on schedule.
- ◆ Trained and supervised interns, supporting onboarding and team coordination.

ACCOUNTING AND OPERATIONS SUMMER INTERN

May 2024 – Aug 2024

Kristi Hopper Designs

Lewisville, TX

- ◆ Coordinated with vendors and **20+ clients** to resolve order, payment, and scheduling questions, ensuring timely communication and supporting smooth delivery of client projects.
- ◆ Supported audits by organizing financial documentation, reviewing records, and resolving discrepancies to improve reporting accuracy and completeness.
- ◆ Improved operational efficiency by organizing spreadsheets, standardizing administrative processes, and creating clearer systems for tracking financial information, vendor activity, and outstanding tasks.

MARKETING INTERN

Jun 2023 – Dec 2024

Housewright Marketing

Southlake, TX

- ◆ Managed marketing initiatives across **6–10 client accounts**, coordinating content, communications, and campaign execution while balancing multiple priorities and deadlines.
- ◆ Built and validated a **1,000+ contact marketing database** for Premiere Trailer Leasing, improving the company's ability to execute targeted email campaigns and customer newsletters.
- ◆ Analyzed social media engagement across client accounts, tracking performance metrics and providing data-driven recommendations to improve content strategy and audience engagement.

SALES ASSOCIATE / JUNIOR SALES MANAGER

Dec 2021 – Aug 2023

Pure Barre

Coppell, TX

- ◆ Conducted **100+ outbound calls daily** to prospective and existing members, strengthening customer engagement, supporting membership growth, and managing a high-volume outreach pipeline.
- ◆ Consulted with prospective members to understand their needs, recommend membership options, and guide them through the enrollment process while delivering a personalized customer experience.
- ◆ Managed member accounts by scheduling classes, resolving billing and account inquiries, tracking member milestones, and maintaining accurate customer records to support daily studio operations.

SKILLS

Microsoft Excel, Cross-Functional Collaboration, Data Analysis, Financial Operations, AI / Generative AI, CRM Software, Microsoft PowerPoint, KPI Tracking, Financial Reporting, Project Management, Time Management, Process Optimization, Critical Thinking, Ownership / Initiative, Risk Identification, Stakeholder Management

ADDITIONAL INFORMATION

HONORS & AWARDS

- ◆ Ole Miss Business School Leadership & Service Award (2026)
- ◆ Chancellor's Honor Roll
- ◆ Dean's Honor Roll

LEADERSHIP & CAMPUS INVOLVEMENT

- ◆ President, Ole Miss Business Club
- ◆ Guest Speaker, Department of Business Communication
- ◆ Co-Founder, Ole Miss Business Club Consulting Group