

CAROLINE HAYS

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Skills

- Extremely proficient in Microsoft Excel
- Working knowledge of QuickBooks
- Teaching
- Time Management

Education

Manderson Graduate School of Business, Tuscaloosa, Alabama
Masters in Business Administration, May of 2025

The University of Alabama, Tuscaloosa, Alabama
Bachelors of Science in Business Administration, May of 2023
Finance, Economics, and Real Estate

Project Experience

Financial Value Investing, The University of Alabama, Tuscaloosa, Alabama
Fall 2022

Class Stock Project

- Analyzed the financial records of two firms to assess their strength on the Stock Market and determined whether to buy or sell by calculating growth rates, market capitalization rates and expected returns
- Strategized with four group members to compose final report and recommendations employing Excel and PowerPoint
- Strengthened public speaking abilities by delivering a presentation to thirty peers in a corporate setting

Work Experience

Alabama Center for Real Estate, The University of Alabama, Tuscaloosa, Alabama
Executive Administrator

May 2023 – Present

- Assisted in the execution of the career readiness program CORE
- Distributed a real estate index to 26,000 people across the state of Alabama
- Assistant to the Executive Director of the Center

Culverhouse College of Business, Tuscaloosa, Alabama

August 2022 - May 2023

Teaching Assistant

- Assisted in teaching 4 upper-level business classes (Three GBA 346 Classes and One FI 434/597 Class) during Fall 2022 and Spring 2023 semesters
- Utilized Microsoft Excel in creating a spreadsheet to calculate 81 students' final grades employing VLOOKUP and IF formulas throughout
- Led the education tool Packback for 103 students during each semester

HaysLand Farms Developments, Huntsville, Alabama

May 2022 - August 2022

Summer Intern

- Developed an Economic Study on the Huntsville housing market
- Created a Budget for a development with 70 lots through Excel with supervision and input
- Documented progress made on the 850-Acre development

Grassy Pond INC., Huntsville, Alabama

May 2019 – August 2019

Project Intern

- Entered and paid bills on QuickBooks with supervision
- Documented daily site work activity based on yardage of dirt moved
- Assisted in planning event for community unveiling for 500 attendants

Honors/Leadership/Activities

- The Academy Real Estate, Industry Champion for the Business Strategy Game, Dean's List, Capstone Collegiate Real Estate Academy, Culverhouse Real Estate Society, 60-hour Alabama Real Estate Salesperson training