



OLIVIA ANN HELMER

Profile

Hardworking and enthusiastic college student working towards a B.A. in General Business with a concentration in Finance and a minor in Real Estate. Seeking to use my work experiences, superior communication and problem-solving skills to effectively serve your company in a part-time internship position. Dedicated and committed to becoming a dependable and valuable team member.

Accomplishments

Delta Sigma Pi, Earned SEC Community Service Excellence Award - 2023
Successful completion of Real Estate pre-licensing education, State of Michigan – 2022
National Society of Collegiate Scholars Member – 2022
U.N. Global Zero Hunger Merit Award – 2022
Business Student of the Year, Saline High School – 2021
First Place Regional competition, National Qualifier – 2020 DECA (Distributive Education Clubs of America)
Woody Merchant Leadership Award, Saline High School Varsity Golf – 2020

Employment History and Involvement

Delta Sigma Pi Business Fraternity - Vice President

03/2022 - Current

- Developed community service plans to meet criteria required by Delta Sigma Pi National Chapter
- Plan, direct, organize and spearhead service events with local non-profits
- Report weekly community service status updates to chapter leadership and membership
- Represent chapter at national conferences

Braun & Helmer Auction Service - Floor Manager

05/2018 - Current

✉ oliviaahelmer@gmail.com

☎ (734) 834-5273

📍 Saline, MI 48176

Education

The University of Alabama

Tuscaloosa, AL

Bachelor of Arts: General Business- 05/25

- Provide status updates and report flow of auction to owner
- Interact with customers on the floor, via phone and email to facilitate sales of contracted personal and real property
- Promote customer loyalty and increased sales by delivering knowledgeable and friendly service
- Produce high-quality documents and spreadsheets

Mary Beckett, LLC - Personal Assistant

05/2022 - 08/2023

- Oversaw personal and professional calendars, coordinated appointments and schedules of principal and family
- Acted as a point of contact for professional associations and appointments to meet client needs
- Traveled with principal to meet professional and personal obligations
- Developed and implemented activities to improve clients' quality of life.

Saline Area Social Service - Advisory Board

09/2019 - 08/2021

- Developed new fundraising strategies to increase revenue of organization
- Coordinated the collection of 10 food drives
- Built solid working relationships with community principals, donors and staff to grow interest and investment in the organization

Cobblestone Farms, 4-H Cloverleaf Equestrian - Vice President & Secretary

08/2019 - 08/2021

- Acted as a one term Vice President and a one term secretary for group of 30 members, ages 8-18 years old
- Organized and executed educational equine events for youth development
- Established and maintained positive relationships with all members

Affiliations

- Delta Sigma Pi Business Fraternity
- Culverhouse College of Business Real Estate Society
- Sigma Kappa Sorority