

## RIECO A. HELLAMS

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**Objective** To gain hands-on experience and knowledge to advance my skillset to move forward as a productive individual. I am a positively motivated, energetic team player who has a strong desire to grow in a business capacity.

**Education** Randolph-Macon College, Ashland, VA, 8/2023-Present  
School of Computer Science for the Bachelor of Science in Information Systems 2023-2024

Old Dominion University 2024-2027

Men's Basketball Athlete

## KEY ACCOMPLISHMENTS

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**Leadership** –Awarded the 2023 Our Lady of Good Counsel Senior High School 'Patrick Bates Award' in recognition of accomplishments in Leadership, Scholarship, and Athletics.

## Work Experience

**May 2023-Present 20hrs per week Merge Enterprise LLC/Capitol Heights, MD**

**Admin Trainee (In-person and Parttime remote)**

\*Assisted Office Manager with greeting members and administered front counter member check-in

\*Researched and provided members with rental quotes for equipment and general space

\*Scheduled classes, registered members, and maintained member records and monthly fees using JOBBER application

\*Responsible for supply orders and facility cleaning

**Jun 2021-Aug 2023 20hrs per week Our Lady of Good Counsel Summer Camp/Olney, MD**

**Camp Counselor (Seasonal)**

\*Provided childcare and tutoring services for youth ages 5-12 years.

\*Assisted with computer literacy to include hands-on instructions for web-based applications, iPhone, iPads, Google search engine

\*Assisted with physical activities, arts & crafts, play-writing, and videography

**Sept 2020-Jan 2021 20hrs per week Mayor Barry Summer Youth Leadership Institute/Virtual Learning, Washington DC**

**Internship (Remote)**

\*Internship program which provided work-readiness skills and project-based learning

\*This Internship prepared us for a successful transition from high school to college with its leadership development training

**Jun 2020-Aug 2020 20hrs per week Mayor Barry Summer Youth Employment Program/W. Wilson Sr HS, Washington DC**

**Trainee (Remote)**

\*Financial Literacy Program participant introduced to debt, checks and balances

\*Trained on how to manage internal and external funds as an accountant

\*Trained on how to review bank statements and credit card transactions

**Jun 2019-Aug 2019 20hrs per week**

**Mayor Barry Summer Youth Leadership Institute/Catholic University, Washington DC**

**Youth Leader**

- \*Serving as a host to youth visiting the Nation's Capital from cities across the United States
- \*Performing community service on a weekly basis in Nursing Homes and Hospitals
- \*Academics, enrichment, and leadership training

**Jun 2018-Aug 2018 20hrs per week**

**Mayor Barry Summer Youth Employment Program/T. Roosevelt Sr HS, Washington DC**

**Youth Anchor**

- \*Developed communication skills through broadcasting
- \*Weekly intake of media information to self-scribe for Friday broadcasting
- \*Trained to use local on-air equipment for radio broadcasting
- \*Learned how to work fast paced in a group setting