

# SETH SPIEGEL

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## EDUCATION

### Hunter College, New York, NY

2019 – present

*Bachelor's of Computer Science – (In Progress) / GPA: 3.58*

- Relevant Coursework: Software Analysis & Design | Computer Architecture | Operating Systems | Computer Theory | Cyber Risk | Advanced Networks & Clouds | Discrete Structures

### Rockland Community College, Suffern, NY

2016 – 2018

*AA Liberal Arts & Science: Humanities and Social Sciences – Honors Track / GPA: 3.63*

- Honors: Phi Theta Kappa (Two-Year College Honor's Society) | Sam Draper Talented Student Honors Program | Outstanding Student Services Award Recipient | National Society of Collegiate Scholars invitee

## SKILLS

- Proficient in: Intermediate-level C++ with a focus on Object Oriented Programming (OOP) | Beginner-level Python | Beginner-level AutoCAD | Microsoft Office | Google Workplace

## PROFESSIONAL EXPERIENCE

### CUNY Hunter College, New York, NY - Computer Science Undergraduate Teaching Assistant (UTA)

Aug. 2020 – present

- Assist new students in understanding and developing basic computer science and programming skills, concepts, and tools.
- Provide customized tutoring to students individually and in groups in need of more personalized assistance.
- Support course professors with running classes of 300+ students, coordinating exercises, and grading course materials/exams.
- Proctor and review exams to ensure academic integrity and honesty.

### Spring Hill Community Ambulance Corps., Spring Valley, NY - Emergency Medical Technician (EMT)

May 2018 – July 2019

- Assisted with basic medical assessments, including: taking vitals, mental health evaluations, and possible drug interactions.
- Ensured proper documentation of background, medical signs/symptoms, and care provided to guarantee maximum safety.
- Communicated calmly and efficiently with patients, family members, bystanders, and other emergency services personnel to properly assess situations, reduce panic, and ensure safe and effective protocol adherence.
- Managed and documented inventory; verified ambulances were always fully stocked with all required medical equipment.

### Millennium Payment Systems, LLC, Monsey, NY - Account Executive

June 2018 - July 2018

- Opened new client accounts and followed up with clients to establish rapport and ensure service satisfaction.
- Organized account files physically and digitally for quick access and reference.
- Reviewed files and electronic logs routinely to ensure no detail or financial discrepancies.
- Provided customer and technical support remedying service questions and concerns.

### Government Office of Senator David Carlucci, New York Senate, 38<sup>th</sup> District, New City, NY – Intern

May 2017 – July 2017

- Served as a liaison between local office and political, financial, and private representatives.
- Assisted with coordination and planning of large community events, including their layouts, times, and executions.
- Referred concerned constituents to the appropriate resources, from specialized websites to applicable office personnel.
- Opened and organized constituent files by collecting relevant information to be forwarded to the most appropriate resources.

## LEADERSHIP & EXTRACURRICULARS

### Tutor / Private Teacher

2016 - present

- Conduct customized lessons for algebra students who need a more personalized environment than a standard classroom.
- Provided one-on-one support and tutoring to college students in AutoCAD.
- Administered supplementary lessons, tutoring, and crash courses to high school students struggling with mathematics.

### Rockland Community College Student Leadership

2016 - 2018

- Trained new debaters and hosted inter-collegiate tournaments as the President of the Debate Club/Team.
- Managed college-wide budget related to student clubs as a Budget & Finance Committee board member.
- Ensured the legitimacy of student club fund usage and administration as a College Oversight Committee board member.
- Assisted and managed programs relating to campus representation as a Campus Improvement Committee board member.
- Administered programs to improve student life, represented student body interests and needs to college administration, and assisted in the creation of, and fund allocation to, new student groups and clubs as a Student Government Senator.