

SETH SPIEGEL

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EDUCATION

Hunter College, New York, NY

Aug. 2019 - Present

Bachelor's of Computer Science – (In Progress) (GPA: 3.56)

Rockland Community College, Suffern, NY

Jan. 2016 – May 2018

AA Liberal Arts & Science: Humanities and Social Sciences – Honors Track (GPA: 3.63)

- Phi Theta Kappa, Phi Sigma Omicron (College Honor's Societies)

- Sam Draper Talented Student Honors Program

- Outstanding Student Services Award Recipient

-National Society of Collegiate Scholars invitee

EMPLOYMENT

CUNY Hunter College - Computer Science Undergraduate Teaching Assistant (UTA)

Aug. 2019 – Present

- Assist new students in understanding and developing basic computer science and programming skills, concepts, and tools
- Assist course professors in running the class, running exercises, and grading course materials and exams
- Proctor exams to ensure academic integrity

Spring Hill Community Ambulance Corps. - Emergency Medical Technician (EMT)

May 2018 – July 2019

- Assisted with basic medical assessments
- Ensured proper documentation of background, medical signs/symptoms, and care provided to guarantee maximum safety and minimum liability
- 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
- Inventory management, verified ambulances were always fully stocked with all required medical equipment

Millennium Payment Systems, LLC - 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
- Routinely reviewed files and electronic logs to ensure no detail or financial discrepancies
- Provided customer and technical support remedying service questions and concerns

Rockland Community College – AutoCAD Tutor

March 2017 -- June 2018

- Tutored one-on-one with students to keep up with the Computer-Assisted-Design class material in the AutoCAD program
- Assisted students in designing, 3D modeling, and building their own tools using the program
- Assisted students in surveying building/structures and recreating them inside the program

Government Office of Senator David Carlucci, New York Senate, 38th District – Intern

May 2017 – July 2017

- Referred concerned constituents to the appropriate resources
- Served as a liaison between local office and political, financial, and private representatives
- Opened and organized constituent files
- Event coordination assistant. Assisted in the planning of community event layouts, times, and executions
- Event setup, office organization, equipment relocation

Law Office of Seth Eisenberger Esq. - Legal Assistant

June 2016 – Aug. 2016

- Composed, revised, and filed legal documents
- Organized and electronically filed case loads
- Greeted and assisted new clients
- Entered data and organized information from contracts, letters, invoices, and applications

Professor of Psychology, Dr. Joseph Pirone – Personal Assistant

June 2016 – Aug. 2016

- Assisted in creating and organizing classroom agendas and examinations

- Assisted with thesis research through data collection, academic journals, and professional discourse
- Digitized and organized physical files
- Provided technical support with exam-building systems and Microsoft Office
- Organized and rearranged personal office space

MSA High School - Math Tutor

Sep. 2016 – Jan. 2017

- Tutored one-on-one with students to bring them up to their mathematical age-grade level

EXTRACURRICULAR ACTIVITIES AND LEADERSHIP

Rockland Community College Debate Team - President

May 2017-- May 2018

- Trained new debaters
- Hosted inter-collegiate debate tournaments
- Assisted with budget management
- Ranked 1st in several inter-collegiate debate tournaments

Rockland Community College Student Government - Senator

May 2016 - May 2017

- Assisted in allocating money to student groups
- Administered programs to improve student life
- Represented student body interests and needs to college administration
- Administered programs to improve student life

Political Science & Pre-Law Association

May 2017 - Aug. 2017

- Studied political and legal theory
- Practiced scenarios including court trials and navigating aggressive personalities

Rockland Community College Oversight Committee - Board Member

May 2016 – May 2017

- Ensured legitimacy of Student Club fund usage and administration

Rockland Community College Budget and Finance Committee - Board Member

May 2016 -- May 2017

- Managed college-wide budget related to Student Clubs

Rockland Community College Campus Improvement Committee – Board Member

May 2016 – May 2017

- Assisted and managed programs relating to campus including: maps, directories, pamphlets, campus representation

SKILLS

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| • AutoCAD, Python, and C++ | • Verbal and written communication |
| • Microsoft Office and Google Docs | • Detail-oriented |
| • Project management | • Studios and motivated |