

SETH SPIEGEL

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EDUCATION

Hunter College, New York, NY

2019-present

Bachelor's of Computer Science – (In Progress)

Rockland Community College, Suffern, NY

2016-2018

AA Liberal Arts & Science: Humanities and Social Sciences – Honors Track

- Phi Theta Kappa (Two-Year College Honor's Society)
- Outstanding Student Services Award Recipient

- Sam Draper Talented Student Honors Program
- National Society of Collegiate Scholars invitee

EMPLOYMENT

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.
- 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., NY - *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, 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.
- Routinely reviewed files and electronic logs to ensure no detail or financial discrepancies.
- Provided customer and technical support remedying service questions and concerns.

Law Office of Seth Eisenberger Esq., Monsey, NY - *Legal Assistant*

June 2016-August 2016

- Composed, revised, and filed legal documents including contracts, letters, and invoices.
- Organized and electronically filed case loads.
- Greeted and assisted new clients.
- Data entry and organization of information from contracts, letters, invoices, and applications.

LEADERSHIP, MEMBERSHIPS, AFFILIATIONS, AND ACTIVITIES

- President of the RCC Debate Club and Team (May 2017-2018)
 - Trained new debaters
 - Hosted inter-collegiate Debate Tournaments
- RCC Budget and Finance Committee Board Member (May 2016-2017)
 - Managed college-wide budget related to Student Clubs
- Political Science and Pre-Law Education Association/Club Member
 - Learned and practiced legal and political scenarios and terminologies.

SKILLS

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|--|------------------------------------|-------------------|
| • Proficient in Microsoft Office, Google Docs, Video Editing, AutoCAD, beginner-level Python, Beginner-level C++ | | |
| • Project Management | • Verbal and written communication | • Detail oriented |
| • Quick learner | • Interpersonal Relations | • Self motivated |