SETH SPIEGEL

New York, NY 10025
(845) 531-9615
Sethseth1532@gmail.com
LinkedIn: www.linkedin.com/in/seth-spiegel-cs.
Personal Website: sethspiegel.github.io

EDUCATION

Hunter College, New York, NY   **2019 – 2021**

Bachelor's of Computer Science | Minor of Mathematics | GPA: 3.41

- Awards:
  - Commencement Recognition for Outstanding Student Performance

Rockland Community College, Suffern, NY   **2016 – 2018**

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

- Awards, Societies, and Programs:
  - Phi Theta Kappa, Phi Sigma Omicron (College Collegiate Honor's Societies)
  - National Society of Collegiate Scholars invitee
  - Sam Draper Talented Student Honors Program
  - Outstanding Student Services Award Recipient

EMPLOYMENT

WCA Technologies – *IT Operations Intern*   **July 2021 -Present**

- Act as first line of contact for clients contacting WCA, determine the most appropriate course of action, triage appropriately.
- Inspect inventory, ensure all equipment is accounted for and labeled properly.
- Remotely access client equipment and software to diagnose issues, alleviate concerns, and apply solutions.
- Assist technicians with provisioning new devices, and configure them according to clients needs and expectations.
- Assist upper management with technological and security assessments of clients with documented reports and suggestions
- Assess client needs and open constituency files.
- Triage concerns, issues, and complications to the appropriate resources and serve as dispatch for Company engineers.
- Assist upper management with technological and security assessments of clients
- Prepare well-documented reports on assessments, including inventory, concerns, and suggestions.
- Research services and solutions to find the best fit for clients' unique situations

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.
- 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. - *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 - *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.

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**
- 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.

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 - *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

LEADERSHIP AND 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 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
- Administrated 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

- Proficient in: Intermediate -level C++ with a focus on Object Oriented Programming (OOP) | Beginner-level Python | Beginner-level AutoCAD | Microsoft Office | Google Workplace | ConnectWise
- Soft Skills: Project management | Verbal and written communication | Detail-oriented | Studious and motivated