

SETH SPIEGEL

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EDUCATION

Hunter College, New York, NY

2019 – 2021

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

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

- Honors: Phi Theta Kappa (Two-Year Collegiate 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, Javascript, R, React, HTML | Tableau | Beginner-level AutoCAD | Microsoft Office | Google Workplace

PROFESSIONAL EXPERIENCE

WCA Technologies, New York, NY - Operations

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.
- Physically travel to clients locations to set up new workstations, routers, switches, and network rooms.

CUNY Hunter College, New York, NY - Computer Science Undergraduate Teaching Assistant and Tutor

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.

Millennium Payment Systems, LLC, Monsey, NY - Account Executive (Summer Position)

May 2018 - August 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, 38th 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, VOLUNTEER, & EXTRACURRICULARS

Tutor / Private Teacher

2016 - present

- Provided one-on-one support and tutoring to college students in AutoCAD & customized lessons for high school algebra students who required a more personalized environment than a standard classroom.

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**.
- 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**.

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

May 2018 – July 2019

- Administered basic medical care, ensured proper documentation and professional communication with patients.