**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, 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 & 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.