**SETH SPIEGEL**

18 Hastings Road

Monsey, NY 10952

(845) 531-9615

Sethseth1532@gmail.com

**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) - Sam Draper Talented Student Honors Program

- Outstanding Student Services Award Recipient -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**

● 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