**SETH SPIEGEL**

18 Hastings Road

Monsey, NY 10952

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**EDUCATION**

**Hunter College, New York, NY** **Aug. 2019 - Present**

*Bachelor’s of Computer Science – (In Progress)* (GPA: 3.56)

**Rockland Community College, Suffern, NY**  **Jan. 2016 – May 2018**

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

- Phi Theta Kappa, Phi Sigma Omicron (College Honor’s Societies) - Sam Draper Talented Student Honors Program

- Outstanding Student Services Award Recipient -National Society of Collegiate Scholars invitee

**EMPLOYMENT**

**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
* 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.** - *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** - *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

**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**

* Referred concerned constituents to the appropriate resources
* Served as a liaison between local office and political, financial, and private representatives
* Opened and organized constituent files
* Event coordination assistant. Assisted in the planning of community event layouts, times, and executions
* Event setup, office organization, equipment relocation

**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

**EXTRACURRICULAR ACTIVITES AND LEADERSHIP**

**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**

* AutoCAD, Python, and C++
* Microsoft Office and Google Docs
* Project management \
* Verbal and written communication
* Detail-oriented
* Studious and motivated