

Thomas Hunter

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EDUCATION

Hunter College, City University of New York

Bachelor of Arts in Computer Science

Expected 6/2026

GPA: 3.5

TECHNICAL SKILLS

Program Languages: C/C++, Java, Perl, Python, JavaScript, HTML, CSS, React

Operating Systems: Windows 11, DOS, UNIX, Mac OS

Software Packages: Microsoft Visual Studio, JDeveloper, Oracle SQL*Plus, MatLab, DreamWeaver, Adobe GoLive, FrontPage

PROJECTS

MTA Web Application (Frontend/Backend), github.com/Thomas/Hunter/MTA_App

- Built and maintained a web application for receiving MTA service updates utilizing advanced skillset in JavaScript and HTML
- Predicted train arrival times with 99% accuracy

Insurance Database System (Data Science, Machine Learning), github.com/Thomas/Hunter/Insurance_Data

- Created and implemented a comprehensive database model using Oracle SQL*Plus, integrating real-time data from insurance agencies to improve efficiency of data collection and organization
- Enhanced operational accessibility of claims data, policy status, and financial reporting

INTERNSHIP EXPERIENCE

Applications Intern – CUNY IT Specialist Internship Program

9/2025 - 12/2025

NYC Dept. of Health & Mental Hygiene New York, NY

- Modified existing software to correct errors and adapt to new hardware
- Developed and directed software system testing and validation procedures, programming, and documentation
- Conferred with systems analysts, engineers, and programmers to design system
- Obtained information on project limitations and capabilities, performance requirements, and interfaces for evaluation and improvement

WORK EXPERIENCE

Insurance Agent

1/2026 - Present

Smart Way Insurance Brokerage Group New York, NY

- Assist in the implementation of computer and network system for new location
- Report claims to insurance companies and follow up with clients
- Facilitate in-person and online insurance policy sign-ups for auto, home, and commercial insurance

Computer Lab Assistant

2/2024 - 12/2024

Hunter College, City University of New York New York, NY

- Provided desktop support for student computer lab with 50 stations
- Diagnosed and repaired various computer hardware and peripheral problems
- Trained students in computer applications, including Adobe GoLive, Mac OS, and Java

ADDITIONAL SKILLS

Advanced Proficiency Microsoft Excel, Word, Access, PowerPoint; Bilingual Spanish/English

Holly Hunter

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EDUCATION

Hunter College, City University of New York

Bachelor of Arts in Human Biology

Expected 05/2025

GPA: 3.4, Minority Access to Research Careers Recipient

Relevant Coursework: Human Development, Primate Ecology & Behavior, Human Genetics

RESEARCH EXPERIENCE

Hunter College Biology Department, New York, NY

Laboratory Assistant

06/2024 – Present

- Organize laboratory materials in advance for biochemistry and microbiology classes
- Sterilize beakers, graduated cylinders, and Erlenmeyer flasks and inventory stock to maintain ready supply of lab equipment
- Prepare and separate media and growth solutions weekly for student use
- Stock inventory to maintain ready supply of lab equipment
- Assist Laboratory Manager with various administrative tasks to ensure lab functions efficiently

Hunter College Nutritional Ecology Lab, New York, NY

Research Assistant

01/2023 – 06/2023

- Performed recombinant DNA and cell culture with E-coli
- Prepared buffers, media and solutions on a weekly basis
- Performed SDS-PAGE and native gels purification methods to separate and identify proteins
- Performed qualitative and quantitative analysis of organic compounds utilizing SPSS
- Presented research findings with Principal Investigator at 500+ person symposium

ADDITIONAL EXPERIENCE

Del Frisco's Grille, New York, NY

Host/Server

01/2022 – Present

- Manage 30+ customer orders per hour and utilize attention to detail to ensure orders are completed accurately
- Provide friendly customer service and effectively resolve customer complaints in a timely manner
- Organize customer seating chart to accommodate guest preferences and evenly assign tables to servers

LEADERSHIP AND COMMUNITY SERVICE

Hunter College Pre-Health Organization, Secretary

10/2023 – Present

Jamaica Hospital Medical Center Companionship Program, Volunteer

06/2022 – 07/2023

SKILLS

Laboratory Techniques: DNA Extraction, Western & Southern Blotting, Cell Culturing, SDS-PAGE, native gels purification

Data Analysis/Research: STATA, SPSS, R

Computer: Proficient in Microsoft 365 (Excel, Word, PowerPoint)

Languages: Fluent in Urdu

Thomas Hunter
ThomasHunter@gmail.com
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EDUCATION

Hunter College, City University of New York

Bachelor of Science in Accounting

Expected Dec 2026

Honors: GPA: 3.5, Dean's List

GPAS (Gateway to Professional Accounting Success): Selected based on excellent academic performance

Related Coursework: Accounting I & II, Intermediate Accounting I, Micro & Macro Economics, Federal Taxation, Cost Accounting

RELEVANT EXPERIENCE

VITA Income Tax Services, New York, NY

Jan 2025 – Present

Volunteer

- Provide high-quality tax preparation services for individuals or small businesses
- Interview clients to ensure all deductions and credits are received and apply all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns, developing excellent attention to detail
- Conduct quality assurance reviews of completed returns and research to keep informed of changes in tax legislation
- Completed training certification in order to provide advanced tax return preparation

Skillful.ly, New York, NY

July 2023 – Dec 2024

Finance Intern

- Analyzed financial statements using vertical and horizontal analysis techniques, effectively comparing current and past periods to identify performance differences and factors impacting revenues and profitability
- Collaborated with team members to research industries, identifying emerging trends, risks, and opportunities for companies under analysis
- Performed sensitivity analysis to evaluate how market fluctuations may affect revenue and profitability, thereby contributing to strategic planning and risk management endeavors
- Developed essential skills including financial analysis, team collaboration, time management, and market research, enhancing overall accounting proficiency

Audit Intern

Jan 2023 – Feb 2023

- Completed audit challenges by collaborating with team members, mapping shareholders (internal and external) of related company and gathering evidence necessary for the audit process
- Demonstrated an understanding of client entity and its environment as well as audit methodology, including conformity with U.S. GAAP & U.S. GAAS
- Developed essential audit skills, including financial statement analysis, internal control evaluation, audit planning, interviewing techniques, and critical thinking in auditing contexts
- Presented audit results at the conclusion of the internship, which included assessment of internal controls over financial reporting, risk assessment, and testing performed throughout the mock-audit of the reporting company

LEADERSHIP EXPERIENCE

Accounting Society of Hunter College (ASHC), New York, NY

Sept 2024 – Present

External Committee, Member

- Plan and coordinate events with the Executive Board, which aim to educate members about the accounting field
- Participate in direct correspondence with guest speakers through all phases of event planning

SKILLS

Stata; GAAP; Advanced Excel, Word, PowerPoint, Outlook; QuickBooks Online; FTP Programs; TaxSlayer; HTML; TurboTax

Thomas Hunter

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EDUCATION

Hunter College, School of Education, New York, NY
Master of Arts in Adolescent English

Expected May 2025

Morehouse College, Atlanta, GA
Bachelor of Arts in English, Minor in History
Honors: Summa Cum Laude, Phi Beta Kappa

May 2022

SUPERVISED TEACHING EXPERIENCE

Arts & Technology High School, Student Teacher (Adolescent Psychology) *Jan 2025-Present*

- Created interactive lesson plans and taught course material to a classroom of 25 high school students
- Provided individualized tutoring to improve students' quarterly exam scores by 45%
- Taught students study, note-taking, and test-taking skills to improve academic performance
- Developed a strong mentoring relationship with students which increased classroom management and behavior
- Implemented positive reinforcement system to maintain structured and pleasant classroom environment

FIELDWORK EXPERIENCE

Bronx Collaborative High School, Teaching Assistant (American Literature)
Stuyvesant High School, Teaching Assistant (Global History)

Aug 2024-Dec 2024

Jan 2024-May 2024

WORK EXPERIENCE

Harlem Renaissance High School, ESL Tutor

June 2023-Dec 2023

- Assisted ESL students in grades 7-12 in small groups with coursework and assessed improvement in reading and writing skills
- Developed online reading tool which helped increase student comprehension of literacy concepts by 33%
- Provided feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence
- Researched and recommended textbooks, software, and other learning materials to complement tutoring

Hueman Publishing, Editorial Assistant

Sept 2021-Apr 2023

- Commissioned reviewers for manuscripts and sourced freelancers to produce new material
- Prepared monthly reports using Excel for Editor in Chief and President of organization
- Coordinated monthly training for all editorial assistants

SKILLS

Language: Fluency in oral and written Spanish

Computer: Proficiency in Microsoft 365 (Word, Excel, PowerPoint), Google suite (Docs, Gmail, Slides)

Holly Hunter

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EDUCATION

Hunter College, City University of New York

Bachelor of Arts, Major: Political Science

Expected 6/2026

GPA: 3.6, Dean's List

LEADERSHIP EXPERIENCE

Poverty Awareness Club, Hunter College

New York, NY

Vice President

10/2023 - 5/2024

- Collaborated with Treasurer and utilized advanced Excel features to analyze financial data and prepare monthly reports for presentation to club leadership
- Assisted the President to develop monthly calendar of 20+ campus and community events, which raised students' awareness of poverty issues and social justice initiatives
- Called local organizations and obtained \$5,000+ in donations for school-wide events and community service programs, successfully exceeding academic year fundraising goal

Student Council, Flushing International High School

Queens, NY

Secretary

6/2023 - 7/2023

- Documented meeting minutes with keen attention to detail, organized action items, and coordinated with council leadership to ensure timely follow-up
- Utilized strong written communication skills to prepare weekly newsletter informing students and faculty of upcoming events
- Advocated for student needs by collaborating with school leadership to provide recommendations based on student input, which resulted in greater access to academic support and wellness services

WORK EXPERIENCE

Dunkin Donuts

New York, NY

Sales Associate

9/2024 - Present

- Operate computerized cash register to open and close out at the end of shifts
- Train new employees on daily procedures including use of computerized cash register and navigation of online scheduling program
- Use active listening and customer service skills to create welcoming atmosphere and ensure customer satisfaction
- Consistently meet monthly assigned sales targets, including during busy and holiday seasons

SKILLS

Fluent in Punjabi and Hindi

Microsoft Office Suite (Excel, PowerPoint, Outlook, and Word)

Thomas Hunter

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EDUCATION

Hunter College, City University of New York

Master of Arts in Translation & Interpretation, Spanish Language Track

Expected May 2025

Hunter College, City University of New York

Bachelor of Arts in Psychology, Minor in Spanish

June 2023

Study Abroad in Madrid, Spain, Spring 2023

- *Participated in International Conference on New Trends in Education, Madrid, Spain*
- *Enhanced conversational Spanish skills and multicultural awareness by living with host family and immersion in Spanish culture, history, and food*

EXPERIENCE

Language Service Unit Intern, New York County District Attorney's Office, New York, NY Feb 2024-Present

- Provide Spanish interpretation services during in-house interviews applying a professional and tactful approach
- Translate over 50 legal documents, including briefs and audio statements in Spanish-English/English-Spanish
- Screen and summarize Spanish audio recordings with 100% accuracy due to consistent review and correction of transcriptions
- Identify appropriate translation of Central and South American idiomatic expressions

Medical Interpreter Internship, New York City Hospital, New York, NY

June 2023-Sept 2023

- Provided real-time interpretation between patients and healthcare providers in a variety of specialties, including oncology, pediatrics, and emergency, ensuring accurate and empathetic communication.
- Interpreted patient histories, diagnoses, and treatment plans, enhancing patient comprehension and care
- Navigated medical terminologies and patient privacy laws effectively, ensuring compliance and confidentiality
- Supported patient care teams by facilitating clear communication between patients and healthcare providers, contributing to improved patient outcomes and satisfaction

Private Tutor, Self-Employed, New York, NY

June 2023-Present

- Develop individualized lessons for school-aged students that target grammatical and lexical aspects of English
- Engage students in critical thinking exercises and improve saliency of information through communicative approaches
- Regularly assess students' understanding and progress through pre- and post-lesson practice to inform classroom instruction

Assistant English Teacher, Ministry of Education, Madrid, Spain

Jan 2023-May 2023

- Instructed a classroom of 25 Spanish-speaking high school students in the understanding and use of conversational and written English
- Led cultural field trips to increase cultural understanding and foster multicultural engagement
- Privately tutored youth in Spanish-English/English-Spanish conversation to improve listening and speaking skills
- Utilized engaging visual aids and culturally relevant metaphors to foster increased understanding and of material

Intern, El Museo del Barrio, New York, NY

Sept 2022-Dec 2022

- Participated in meetings with Education staff and K-12 educators to plan programs and discuss curriculum ideas
- Designed interdisciplinary, age-appropriate lesson plans and curricula that make connections with El Museo's permanent collection, exhibitions on view, cultural celebrations, and classroom curricula

COMMUNITY INVOLVEMENT

Reading Buddy, New York Cares, New York, NY

June 2023-Present

Volunteer ESL Tutor, DREAM Charter School, Bronx, NY

Mar 2021-Dec 2022

SKILLS

Fluent Spanish, Advanced proficiency Microsoft Office (Outlook, Word, PowerPoint) and Google Docs

Holly Hunter

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EDUCATION

Hunter College, City University of New York

B.A. in Sociology, Minor in Africana, Puerto Rican, & Latino Studies

Expected May 2026

Dean's List, GPA: 3.9

Coursework: Ethnic and Race Relations, Social Inequality, Sociology of Human Rights in Latin America, Qualitative Research Methods

Lehman College, CUNY

Aug 2022 – May 2023

32 college credits (on E-Permit), GPA: 3.4

Coursework: Sociology of Healthcare; Urban Sociology; Sociology of Culture; Education and Inequality

EXPERIENCE

HealthFirst, Inc., New York, NY

Jan 2026 – Present

Member Services Representative

- Communicate over the phone with current and prospective members in both English and Spanish about plans, services, and recommendations based on needs
- Provide excellent customer service by resolving customers' concerns through effective communication and analytical skills in accordance with company guidelines
- Develop time management skills by prioritizing daily, weekly, and monthly tasks and managing deadlines within a schedule tracking system

Office of Advising at Hunter College, New York, NY

July 2024 – May 2025

Peer Advisor

- Counseled and provided first-year students with support in academic planning, class registration, and campus resource information
- Developed weekly workshops for academic success on topics such as healthy habits and study skills and enhanced public speaking skills by presenting workshop slides and conducting activities
- Led student orientations twice per semester to help familiarize students with campus facilities and culture

Teach for America, New York, NY

Jan 2023 – Dec 2023

School Support Fellow

- Presented subject matter to students under the guidance of teachers, using lectures, discussions, and supervised role-playing methods
- Observed students' performance and recorded relevant data to assess progress
- Prepared lesson outlines and plans for assigned subjects and submitted for teacher review
- Organized and supervised games and other recreational activities to promote physical, mental, and social development
- Participated in annual cohort-based seminars to learn about improvements in implementation and content of instruction

SKILLS

Bilingual Spanish and English; Microsoft Office (Excel, PowerPoint, Word, Publisher)