Jake Lipson

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EDUCATION

Boston University   **Boston, MA**
Bachelor of Arts, Computer Science   December, 2018

SKILLS

Software: Autodesk Inventor, SolidWorks, Adobe Creative Cloud, Microsoft Office, Dr. Java, Eclipse, Cloud9, Visual Studio, Android Studio, Xcode

Programming/Markup Languages: Java, Python, C, C++, HTML, CSS, ATS

Relevant Coursework: Concepts of Programming Languages (Functional Programming) with ATS, Intro to Databases, Intro to Artificial Intelligence, Image and Video Computing, Mobile App Development, Software Engineering

Languages: English (Native), Spanish (Intermediate)

WORK EXPERIENCE

Apple   **Boston, MA**
Specialist   October, 2017 - April, 2018
- Provided thoughtful and knowledgeable responses to customer inquiries
- Worked with peers to combine our skills and troubleshoot problems
- Provided store changing feedback, and received feedback that changed how I approach challenges

People to People, Inc.   **Nanuet, NY**
Administrative Assistant   June, 2015 - August, 2015
- Upgraded and maintained website
- Provided administrative support to office staff, including organizing files
- Created and implemented new organizational plan for storage facilities

Rockland Community College   **Suffern, NY**
Office of the College President Administration   January, 2015 - December, 2015
- Staff calendaring and scheduling of appointments
- Updated applications to track donors and donations coming into RCC Foundation

Office of New York State Assemblywoman Ellen Jaffee   **Pearl River, NY**
Intern   January, 2013 - June, 2014
- Responded to constituents' calls and letters regarding issues and concerns
- Worked with other staffers to create both policy and legislation
- Conducted research on behalf of constituents

Network & Security Technologies   **Pearl River, NY**
Information Systems Intern   June, 2012 – June 2015
- Maintained and documented all network components and systems
- Recommended new software and hardware to improve business efficiency
- Installed new network components into existing systems

LEADERSHIP

- **App Maker Club -** Vice President, 2015: Responsible for sending out club mailings and recruiting new members, as well as keeping track of deadlines
- **Solar Car Club -** Treasurer, 2012 - 2013: Responsible for managing club funds used to race long distance in national competition for custom, hand built solar cars