

# Jake Lipson

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## EDUCATION

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**Boston University**  
*Bachelor of Arts, Computer Science*

**Boston, MA**  
May, 2018

## SKILLS

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**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

## WORK EXPERIENCE

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**People to People, Inc.**  
*Administrative Assistant*

**Nanuet, NY**  
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**

*Office of the College President Administration*

**Suffern, NY**  
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**

*Intern*

**Pearl River, NY**  
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**

*Information Systems Intern*

**Pearl River, NY**  
June, 2012 – June 2015

- Maintained and documented all network components and systems
- Recommended new software and hardware to improve business efficiency
- Installed new components such as a UPS battery backup into existing systems

## LEADERSHIP

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- **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

## COMMUNITY SERVICE

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- **Meals on Wheels** - Volunteer, 2013: Assisted with fundraising efforts for several events
- **Red Cross / Lower Hudson Valley** - Intern, 2012: Managed annual fundraising event
- **Planned Parenthood Hudson Peconic** - Intern, 2012: Assisted with fundraising and events