Jake Lipson

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EDUCATION

Boston University   **Boston, MA**
Bachelor of Arts, Computer Science   January, 2019

SKILLS

Programming/Markup Languages: Java, Python, C, C++, HTML, CSS, ATS, MySQL
Software: Autodesk Inventor, SolidWorks, Adobe Creative Cloud, Microsoft Office, Dr. Java, Eclipse, Cloud9

Relevant Coursework: Introduction to Programming Techniques with C++, Computer Programming I with Java, Computer Programming II with Java, Introduction to CS II with Java, Combinatory Structures, Geometric Algorithms (Linear Algebra) with Python, Computer Systems with C, Probability in Computing, Concepts of Programming Languages (Functional Programming) with ATS, Intro to Databases

WORK EXPERIENCE

Apple Store Boylston Street   **Boston, MA**
Specialist   September 2017 - Present
- Identify customers' requirements and map to compatible solutions
- Inform customers about new hardware and software
- Assist customers in the setup of their new devices

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**
Manager of Information Systems   June, 2012 - June 2015
- Maintained and documented all network components and systems
- Recommended new software and hardware to improve business efficiency
- Installed new components including RAID NAS and UPS backup into existing network

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

COMMUNITY SERVICE

- **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