**Jake Lipson**

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**EDUCATION**

**Boston University** **Boston, MA**

*Bachelor of Arts, Computer Science* May, 2018

**SKILLS**

**Software:**  Autodesk Inventor, SolidWorks, Adobe Creative Cloud, Microsoft Office, Dr. Java, Eclipse, Cloud9

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

**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**

**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 such as a UPS battery backup 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

**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