**Jake Lipson**

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**EDUCATION**

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

*Bachelor of Arts, Computer Science* January, 2019

**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

**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**

*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 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