

Jennifer A. Garufi

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Undergraduate at University at Albany, pursuing a Bachelor's degree in Political Science and Economics, with the intent of attending law school.

EDUCATION

Rockefeller College of Public Affairs & Policy, University at Albany

Albany, NY

Bachelor of Arts in Political Science, Bachelor of Science in Quantitative Economics & Data Analysis

Expected May 2027

GPA: 3.7

Honors: Dean's List (Fall 2023-Fall 2024), Spellman Award (2023, 2024), Pi Sigma Alpha Political Science Honor Society

PROFESSIONAL EXPERIENCE

Rizzo & Kelley, PLLC

Poughkeepsie, NY

Legal Clerk Intern

May 2025 - August 2025

- Managed client case files: opening new cases, updating ongoing matters, properly closing completed files
- Organized incoming correspondence and expedited documents from outside sources
- Addressed client inquiries and accurately routed incoming phone calls
- Drafted and distributed legal correspondence, client communications and case updates
- Conducted legal research, gather documentation and maintain organized records for efficient case management
- Filed documents with the court, retrieve court documents, and assist court proceedings

NYS Assembly

Albany, NY

Intern for Michael Novakov, District 45

March 2025 - May 2025

- Managed office operations, including scheduling meetings, answering the phone and tracking mail correspondence
- Reviewed and analyzed upcoming bills and legislation
- Researched policy issues and draft briefing memos to keep the Assemblyman informed
- Met with lobbyists and constituents on behalf of Assemblyman Novakov

RELEVANT COURSES

Political Science: Business Law, Public Law, Intl. Conflicts & Security, Intl. Political Economy, Political Theory, Government & Mass Media, Lawyers in American Life

Economics: Microeconomics, Macroeconomics, Intermediate Microeconomics, Urban Economics, Public Finance, Calculus I & II

EXTRACURRICULAR ACTIVITIES

Writing and Critical Inquiry Department, University at Albany

Albany, NY

Peer Mentor

August 2024 - May 2025

- Selected as one of the top students to mentor peers in college-level reading and writing
- Demonstrated strong leadership and public speaking skills by actively engaging in class discussions and facilitating learning
- Tutored students in understanding assignments and discussing paper topics

Phi Alpha Delta Pre Law Fraternity

Albany, NY

Member/Social Chair

February 2025 - Present

- Coordinate fraternity events, applying leadership and organizational skills to enhance member engagement
- Participate in mock trial workshops, legal networking events, LSAT prep, and law school success seminars to build courtroom and pre-law skills.

COMMUNITY SERVICE

SOMOS Legislative Conference

Albany, NY

Volunteer

March 2025

- Assisted BronxNet at the Capitol by organizing panel recordings, managing schedules, and supporting speakers and attendees.

PROJECTS

GitHub Website

Albany, NY

Creator

September 2025

- Built a personal portfolio website on GitHub using OpenAI GPT-4o to showcase academic and professional achievements.

SKILLS

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), File Management in Clio, NYSCEF system and POS systems, strategic prompts to enhance AI-driven research, and decision-making, GitHub (repository & project management), HTML (website development & formatting)