

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

SKILLS

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), File Management in Clio, NYSCEF system, AI tools (prompt design for research and analysis), GitHub (repository & project management), HTML (website development & formatting)

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.