

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
- Filed documents with the Poughkeepsie City Court, retrieved court documents, and assisted court proceedings
- 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

NYS Assembly

Albany, NY

Intern for Michael Novakov, District 45

March 2025 - May 2025

- Reviewed and analyzed legislation and correspondence to advise on bill support or opposition
- Met with lobbyists and constituents on behalf of the Assemblyman to support communication and relations
- Researched policy issues and draft briefing memos to keep the Assemblyman informed
- Applied policy analysis and attention to detail, contributing to efficient and informed office operations

SKILLS

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), File Management in Clio, NYSCEF system

Fluency in 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 10% of students to mentor peers in college-level reading and writing
- Demonstrated leadership and public speaking skills by leading class discussions and facilitating interactive learning environments
- Tutored and mentored students in analyzing assignments and developing 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
- Built connections with alumni, attorneys, and law students to expand opportunities for members
- Developed pre-law skills by engaging in mock trial workshops, networking events, LSAT prep, and law school seminars

COMMUNITY SERVICE

SOMOS Legislative Conference

Albany, NY

Volunteer

March 2025

- Assisted BronxNet at the SOMOS Conference in Albany by coordinating panels and connecting with Latino legislators and community leaders on issues of diversity and inclusion.
- Responsible for organizing panel recordings, managing schedules, and supporting speakers and attendees.

PROJECTS

GitHub Personal Portfolio | <https://jgarufi.github.io/>

Albany, NY

Creator

September 2025

- Designed and developed a personal portfolio website using HTML and GitHub Pages, leveraging OpenAI GPT-4o for code refinement to showcase academic and professional achievements.