

Jennifer Huggins

jenniferhuggins.office@gmail.com | (919) 673-0494 | Raleigh, NC 27615 | www.hugginscommercial.com

October 29, 2025

RE: **Experienced Attorney Seeking Project Management Position in Construction**

Dear Sir or Madam:

I'm a licensed attorney and a licensed broker in NC, eager to find a real estate development and construction company where I can build a twenty-year career in construction management. My background in transactions and litigation has ingrained in me the core capabilities that construction companies depend on for continued growth and success: **precise execution, risk control, and careful coordination**. I am a rare kind of experienced attorney who is capable and eager to dive into the nuts and bolts of the construction business. I will **travel as necessary** and want to be on-site everyday; I am a woman who will be able to interact on a team as someone who can be trusted with problems big and small.

My legal training and experience enable me to absorb expertise quickly, and I also have the relationship skills that produce natural trust and connectedness and the highest level of communication and collaboration. In a project management role, I know I will deliver immediate value while I'm learning the business from the ground up. I bring uncommon diligence and passion to organizing information and transforming complex details into actionable insights that **empower teams to make decisions based on knowable facts**. My rare superpower is reining in the uncertainty of large complex projects. If a project has a persistent problem that seems resistant to resolution, I'm the one that management will send in to work on it. I always get results. My track record includes:

- Achieving a landmark litigation victory through creative information management strategy
- Cultivating a high-energy, collaboration-driven office culture
- Revamping pricing structures to restore profitability and strengthen client confidence
- Proactively resolving conflicts to prevent costly project delays
- Developing practice methods that improve outcomes and efficiency without being cumbersome.

I would greatly appreciate the opportunity to talk with you to discuss how I might fit into a team at your company. Please text me at (919) 673-0494 to set up a convenient time that we can talk over the telephone and work something out.

Thank you very much for your time and consideration.

Sincerely,
Jennifer Huggins

Jennifer Huggins

jenniferhuggins.office@gmail.com | (919) 673-0494 | Raleigh, NC 27615 | www.hugginscommercial.com

Professional Profile

Licensed attorney and North Carolina real estate broker pursuing a project management role in commercial construction. Combines contract expertise, risk control, and analytical precision with field-level coordination and communication skills to keep projects on time, within scope, and under budget.

Core Competencies

Project Coordination • Preconstruction Support • Document Control • Cost & Schedule Tracking
Design Team & Subcontractor Coordination • Permitting & Due Diligence • Risk Mitigation
Contract Review (AIA / ConsensusDocs) • RFI & Submittal Management • Value Engineering
Owner–Architect–Contractor Communication • Change Order Review • Critical Path Scheduling

Professional Experience

Commercial Real Estate Broker — Raleigh, NC

Simmons & Harris, Inc.; Huggins Realty Group; EXP Commercial; Keller Williams (Nov 2020 – Present)

- Coordinate design and permitting teams to produce cost-effective tenant improvement plans and budgets.
- Lead documentation and negotiation of commercial sales, leases, and development sites, including multimillion-dollar transactions.
- Manage due diligence, title resolution, and contract compliance to minimize delays and risk.
- Collaborate with engineers, architects, and contractors to align project scope, budget, and feasibility.
- Maintain clear, consistent communication among all stakeholders to ensure timely approvals and funding.

Attorney (Independent Contractor) — Raleigh, NC (Mar 2009 – Present, Part-Time)

- Support construction-related litigation and contract compliance through document management and analysis.
- Conduct property due diligence, title research, and records review for development clients.
- Advise small business owners on compliance and documentation systems mirroring construction workflows.

Litigation Associate — Law Offices of Lynne Yates-Carter, San Jose, CA (Mar 2007 – Mar 2009)

- Managed documentation and scheduling for multimillion-dollar disputes, ensuring accuracy and deadline compliance.
- Secured \$1.5M in awarded attorney fees through rigorous data and contract management.

Director of Client Services — Pro Bono Project of Silicon Valley, San Jose, CA (Jan 2005 – Dec 2006)

- Supervised 800+ active cases and teams of attorneys, volunteers, and interns.
- Designed systems for scheduling, file tracking, and compliance—directly transferable to construction documentation control.

Securities Project Coordinator — Smith Anderson Law Firm, Raleigh, NC (Jul 1999 – Aug 2001)

- Coordinated multi-party M&A transactions, managed SEC filing schedules, and tracked complex document sets.

Education & Licenses

J.D., University of North Carolina at Chapel Hill School of Law

B.A., Sociology, University of North Carolina at Chapel Hill — High Honors & Distinction

Licenses: NC Bar #40277 (Active) | CA Bar #237171 | NC Broker License #334892 (Active)

Awards: **Morehead Scholar** | National Merit Scholar

Technical Skills

MS Project • Excel • Procore • Bluebeam • Adobe Acrobat • AutoCAD • Revit • SketchUp
CRM & Document Management Systems • Contract Management Tools
