

Jennifer Huggins

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Objective

Experienced attorney and commercial real estate professional seeking a full-time construction project coordination role coordinating with clients, design teams, consultants, and subcontractors. Offering a unique combination of legal expertise and analytical firepower with information and document control and collaboration mindset as well as field-level communication skills to guide teams and shepherd projects from conceptual beginnings all the way to profitable completion.

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 (Nov 2020 – Present)

- Simmons & Harris, Inc., Huggins Realty Group, EXP Commercial, Keller Williams – Raleigh, NC
- Coordinate design and permitting teams to develop cost-effective tenant improvement plans and project budgets.
- Lead negotiations and documentation for commercial sales and site development, including \$3M and \$2.3M transactions.
- Manage leasing for a 12K SF office building, closing new leases totaling approximately \$300K, boosting occupancy to generate \$2.3M sale; Tenant Rep in Grocery Store Lease \$675K, Professional Office Lease \$45K, Medical Office Lease \$385K.
- Manage due diligence, title resolution, and contract documentation to reduce delays and risk during preconstruction.
- Collaborate with engineers, architects, and contractors to align project scope, budget, and feasibility.
- Maintain client relationships and clear communication across stakeholders to ensure timely approvals and funding.

Attorney (Independent Contractor) (Mar 2009 – Present)(Part-Time)

- Raleigh, NC
- Support construction-related litigation and contract compliance through document control and case management.
- Conduct property due diligence, title research, and records analysis for development clients.
- Advise small business owners on HR, safety compliance, and documentation systems that mirror project administration workflows.

Litigation Associate (Mar 2007 – Mar 2009) (Full-Time)

- Law Offices of Lynne Yates-Carter – San Jose, CA
- Managed complex case schedules, evidence tracking, and documentation for multimillion-dollar disputes.
- Achieved \$1.5M in awarded attorney fees and sanctions through effective data management and contract interpretation.

Director of Client Services (Jan 2005 – Dec 2006) (Full-Time)

- Pro Bono Project of Silicon Valley – San Jose, CA
- Oversaw 800+ active cases and supervised attorneys, volunteers, and interns.
- Established systems for scheduling, file tracking, and compliance—skills directly applicable to construction project documentation.

Securities Project Coordinator (Jul 1999 – Aug 2001) (Full-Time)

- Smith Anderson Law Firm – Raleigh, NC
- Coordinated multi-party multi-site M&A transactions with construction components: environmental due diligence for UST's, real estate valuation, review of permits and licenses, review of fuel supply agreements, leases, vendor contracts, and employment agreements, due diligence for equipment and infrastructure.
- Proofed SEC filings; managed large volumes of technical documents and deadlines.

Licenses & Certifications

NC State Bar #40277 (Active)

CA State Bar #237171

NC Broker's License #334892 (Active)

Education

J.D., UNC-Chapel Hill School of Law (2004)

B.A. in Sociology, UNC-Chapel Hill, High Honors & Distinction (1999)

Honors & Awards

Morehead Scholar, UNC

National Merit Scholar

Technical Proficiency

MS Project • Excel • Procore • Bluebeam • Adobe Acrobat • AutoCAD • Revit • SketchUp

CRM & Document Management Systems • Contract Management Tools

Professional Focus

Eager to contribute to a construction management firm through precision coordination, document control, and proactive problem-solving—translating analytical expertise into field-ready project management performance.

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