

JENNIFER HUGGINS

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ASSISTANT PROJECT MANAGER CANDIDATE

Construction Documentation • Project Coordination • Estimating Support • OSHA30 Certified

Construction professional combining experience in commercial real estate, legal document management, and construction operations with hands-on exposure to commercial sitework and utilities. ***Skilled at organizing complex project information***, coordinating multiple stakeholders, reviewing drawings and specifications, supporting estimating efforts, coordinating project documentation, and helping teams keep commercial construction projects organized from preconstruction through execution.

CORE COMPETENCIES – Construction Project Support

Project Coordination • Project Documentation • Drawing & Specification Review • RFIs • Submittals • Quantity Takeoffs • Estimating Support • Vendor & Subcontractor Coordination • Site Documentation • Schedule Review • Budget Tracking • Contract Analysis • Document Management • Quality Documentation • Field Verification • Construction Operations • Bid Documents • Coordination Meetings • Punch Lists • Closeout Documentation

CONSTRUCTION PROJECT EXPERIENCE

Civil Utilities, Sitework, and Inspection Readiness — Sites in NC | 2026

- Reviewed commercial sitework including clearing, grubbing, rough grading, fine grading, retaining wall construction, and stormwater control measures.
- Developed working knowledge of sanitary sewer installation including trench boxes, bedding preparation, gasket placement, pipe alignment, and concrete manhole elevation adjustment.
- Participated in level loops and elevation checks supporting as-built documentation.
- Developed working knowledge of pipe inverts, rim elevations, cover requirements, slopes, and alignment requirements affecting utility inspections.
- Documented and studied wet well installation sequence from structure placement through pump installation, control panel startup, and testing before commissioning.
- Studied valves, restraints, reducers, fittings, hydrant assemblies, and pipe transitions including DIP, cast iron, and clay systems.
- Supported redesign efforts after curb and gutter installation errors were identified before final paving.
- Analyzed ADA route grading conflicts and field adjustment strategies.
- Learned the process to determine the source of a water leak below a sprinkler system and several water main pipe bends, including delayed leak detection, subsurface migration, asphalt cracking, and large-area pavement removal required for corrective work.

Operations Assistant - Southeastern Building Products — Clinton, NC | 2025

- Supported daily operations of a regional metal roofing and siding manufacturer and installer serving active construction projects across multiple sites.
 - Administered payroll and employee benefit programs for field crews and shop personnel.
 - Coordinated insurance compliance requirements for the company, including certificates of insurance.
 - Maintained QuickBooks records and assisted with accounting processes supporting purchasing, payroll, and vendor payments.
 - Participated in vendor coordination discussions involving high-volume metal coil purchasing, custom fabrication equipment procurement, and coating systems used to prevent cracking during machine forming.
 - Developed familiarity with warehouse inventory tracking practices for large-volume metal coil storage and fabrication workflows.
 - Met with OSHA incident investigator following site safety review and supported implementation planning for recommended improvements, including equipment signage, shelving anchoring, forklift safety procedures, and recertification practices.
 - Mediated Human Resources dispute, resolving a pattern of misconduct and residual fallout, achieving largely successful multilateral outcome.
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Commercial Site & Project Support

Real Estate Broker — Raleigh, NC | 2020 – Present

- Coordinated owners, architects, engineers, contractors, and tenants throughout planning, design, lease execution, and construction-related activities supporting commercial development projects.
- Negotiated tenant turnover timing, lease execution, and readiness conditions to maintain occupancy continuity during ownership transition of a 12,000 SF office building, helped preserve a \$2.3M sale.
- Represented tenants in grocery, office, and medical leases (\$43K-\$675K), coordinating requirements affecting layout feasibility, delivery expectations, and build-out readiness.
- Investigated retail development sites for convenience stores, restaurants, nail salons, entertainment venues, and service businesses, supporting feasibility and entitlement review.
- Resolved transaction barriers affecting site use by identifying deed restrictions and coordinating solutions preserving project viability.
- Maintained communication across parties with partially competing interests to sustain forward progress during negotiations.

PROJECT DOCUMENTATION & LEGAL EXPERIENCE

Independent / Contract Attorney — Raleigh, NC | 2009 – Present

- Summarized construction litigation documents involving scope disputes, sequencing breakdowns, and responsibility gaps.
- Performed title and ownership research supporting entitlement clarity and site readiness.
- Prepared due-diligence summaries regarding feasibility assessments for property transactions.
- Represented clients in mediation environments requiring structured problem-resolution between multiple stakeholders under pressure.
- Developed pattern recognition and practical insight into how scope ambiguity, documentation gaps, and coordination breakdowns affect project outcomes.

Litigation Associate

Law Offices of Lynne Yates-Carter — San Jose, CA | 2007 – 2009

Built a master evidentiary tracking table synthesizing 10+ years of case documentation into a single shared reference that was relied on by the judge, opposing counsel, and multiple expert witnesses in support of a landmark litigation victory for our client.

Staff Attorney / Director of Client Services

Pro Bono Project of Silicon Valley — San Jose, CA | 2005 – 2006

Coordinated operations across 800+ active matters managing multiple teams of legal professionals providing services to low-income families.

Securities Project Coordinator / Paralegal

Smith Anderson Law Firm — Raleigh, NC | 1999 – 2001

Supported multi-party due-diligence coordination for corporate transactions and regulatory filings.

LICENSES

Licensed Attorney — North Carolina

Licensed Real Estate Broker — North Carolina

EDUCATION

Juris Doctor and Bachelor's Degree — University of North Carolina at Chapel Hill (Graduations 2004, 1999)
Honors Program • National Merit Scholar • Morehead Scholar

TECHNICAL TOOLS

QuickBooks • Microsoft Office • Bluebeam Revu • ProCore • Construction Drawings • RFIs • Submittals •
Scheduling Support • Excel Tracking Logs • Permit Portals • County GIS • Adobe Acrobat • AutoCAD • Revit •
TAKT • Survey Leveling Tools • Field Book
