

SHELIA HUGGINS

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2408 Tampa Avenue

Durham, NC 27705

EXPERIENCE SUMMARY

- State and municipal level government experience
 - Budgeting
 - Strategic Planning
 - Community Engagement
- Legal experience
 - Business Law
 - Contracts
 - Entertainment & Arts
- Real Estate
- Environmental Issues
- Project Management
- Bankruptcy
- Sports
- Environmental Law

POLITICAL BACKGROUND

- Member, Democratic National Committee (DNC)
- Member, DNC Women's Caucus, Small Business Caucus, and African-American Caucus
- Member, NC Democratic Party (NCDP) Executive Council and State Executive Committee
- Member, NCDP Small Business Caucus and African-American Caucus
- Member, Durham County African-American Caucus and Durham Democratic Women
- Former Chair and Vice-Chair, Durham Precinct 4
- Former Durham County Representative, 4th District Executive Committee
- Former Secretary, NCDP African-American Caucus
- Delegate, 2004 Democratic National Convention
- Former Third Vice-Chair, Wake County Democratic Party
- Former Chair, Raleigh Precinct 4
- Former Member, Wake County Young Democrats

MEMBERSHIPS

- Member, NC Bar Association – Business Law and Sports & Entertainment Law Sections
- Member, 14th Judicial District Bar and Durham County Bar Associations
- Member, George White Bar Association (GWBA) and GWBA Membership Committee
- Member, Alamance Community College Small Business Center Board of Advisors
- Member, NCCU School of Business Board of Visitors
- Member, Durham Committee on the Affairs of Black People
- Member, People's Alliance

EDUCATION

- J.D., UNC-Chapel Hill
- M.P.A., NCSU
- B.S., NCSU (Biological Sciences/Microbiology Specialization/Genetics Minor)

EXPERIENCE

ATTORNEY

- Licensed since 2002 – North Carolina
- US District Court for the Middle and Eastern Districts of NC

SR. ADMINISTRATION MANAGER | CITY OF DURHAM

- Managed departmental operations including oversight of annual budget process and development of the departmental strategic plan
- Supervised accountants and administrative staff and led planning and budgeting for administrative division

ASSISTANT DIRECTOR | CITY OF DURHAM

- Oversaw two divisions and directed all human relations and community engagement activities
- Coordinated tracking of budget performance measures and developed strategic plan activities

REAL ESTATE MANAGER | CITY OF DURHAM

- Coordinated the acquisition, sales, leasing, and property management of all real property transactions for the City of Durham
- Developed and administered the annual personnel and operating budget, implemented budget reduction plans, and oversaw the supervision and professional development of real estate staff

OPERATIONS & EVALUATION ADMINISTRATOR | CITY OF DURHAM

- Drafted and reviewed contract language for development agreements, management agreements, public-private partnerships, and property transactions
- Handled special projects including environmental contamination and remediation projects, facility use agreements, and parking contracts

ATTORNEY | SHELIA A. HUGGINS

- Provided general business representation and represented clients in Chapter 7 and Chapter 13 bankruptcy petitions
- Represented residential and commercial clients regarding environmental issues relating to land sales and development

ENVIRONMENTAL CHEMIST | NC DEQ (FORMERLY DEHNR)

- Wrote regulatory interpretations of federal environmental rules and provided technical assistance to businesses throughout the state
- Served on cross-divisional departmental teams, including environmental justice and environmental education teams