

Jennifer Elia
Senior Vice President,
Portfolio Management



Contact:
Jennifer Elia
Email: jelia@dtzfhopartners.com
Direct Tel: 617.279.4581

DTZ FHO Partners
One International Place
Boston, Massachusetts 02110
Tel: 617.279.4555
Fax: 617.279.4556
www.dtzfhopartners.com

Relevant Experience:

Ms. Elia began her career in the real estate industry in 1998 focusing primarily on lease portfolio management services, including negotiation support and lease abstracting. She works closely with the corporate advisory services team in assisting our clients during the lease negotiation process. In addition, she also manages the delivery of lease administration services for several key corporate clients including Biogen Idec, Genzyme and Kronos. Jen's legal background and experience reviewing commercial leases give her a broad understanding of how the business terms of a lease can impact a client's tenancy, making her a valuable asset.

DTZ FHO Partners
Boston, MA 2/07 – Present

Trammell Crow Company (formerly Fallon Hines & O'Connor)
Boston, MA 2/01 – 2/07
Vice President

- Assesses draft leases and comments on a variety of issues prior to and during clients' lease negotiations with an emphasis on practical business issues; participates in negotiations as needed.
- Reviews and abstracts commercial real estate leases highlighting pertinent financial information.
- Manages lease portfolios for clients in a variety of databases including Virtual Premise, Prolease and eCenterOne.
- Oversees delivery of standard lease portfolio reports; develops and provides additional analytical reports as required.

Trammell Crow Company
Boston, MA 5/98 – 1/01
Lease Administrator

- Proofread and edited lease abstracts completed by interns.
- Assisted in maintaining lease portfolio database.
- Researched property assessment and tax information on Boston office properties.

The Stevens Group
Lexington, MA 4/88 – 9/88
Market Research Assistant

- Maintained database of commercial and industrial properties for sale or lease in Metropolitan Boston.
- Assisted brokers in producing marketing reports for clients.
- Developed spreadsheets to compute rent expenses for properties.

Education:
Fordham University – B.A.
Suffolk University Law School – J.D.
Admitted to the Massachusetts Bar

Affiliations:
• Tutor, Dearborn Middle School, Roxbury, MA