

Jeanne Salvucci
Partner



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Relevant Experience:

Ms. Salvucci has been in the real estate business since 1994 focusing primarily the administrative matters of the firm.

Ms. Salvucci was named a Partner at FHO Partners upon its formation on February 22, 2007.

DTZ FHO Partners
Boston, MA 2/07 – Present

Trammell Crow Company (formerly Fallon Hines & O'Connor)
Boston, MA 1/94 – 2/07
Senior Vice President

- Started with Fallon Hines & O'Connor when they had 23 employees and \$8M in revenue. By the time of the acquisition in 1998, Fallon Hines & O'Connor had grown to 52 employees and \$22.3M in revenue.
- Prepared monthly financial reports and reported key financial statistics to Partners.
- Reviewed all benefits; made recommendations to Management Committee for changes in benefits; coordinated changes; implemented and administrated benefits including health, dental, long and short term disability, life, AD&D, Worker's Compensation, 401(k) Plan and a Section 125 Plan. Also responsible for payroll.
- Responsible for preparing depreciation schedules for fixed assets for property taxes and submission to Arthur Andersen for tax filing preparations.
- Completed annual applications for Errors & Omissions and Office Contents insurance.
- Responsible for the day-to-day management of the administrative staff.
- Establish corporate policies as a member of the Management Committee.
- Prepared the due diligence in a two month timeframe for the \$32M sale of Fallon Hines & O'Connor to Trammell Crow Company.
- Worked with Trammell Crow's auditors, Ernst & Young, to prepare audited financial statements for sale of company. Responsible for converting all cash-based financial statements to accrual-based statements.

Spaulding & Slye
Boston, MA 90-94
Executive Assistant

- Supported Chairman and Vice Chairman.
- Assisted Vice President of Marketing with implementation of marketing programs.
- Provided training, development and support to the administrative staff.

Rackemann, Sawyer & Brewster
Boston, MA 87-90
Administrative Assistant

- Interacted with Managing Partner's clients and associates to expedite case work.
- Worked closely with Executive Director to establish office procedures and regulations.

Exhibit Installation Specialists, Inc.
Sharon Hill, PA 85-87
Sales

- Generated new sales and maintained existing client base.
- Provided sales support for field representatives throughout the United States.

Honeywell Information Systems, Inc.

Waltham, MA 79-85
Trade Shows/Exhibits

- Planned and administered 52 national industrial trade shows; budget \$1.1 million.
- Interfaced with show management and various union groups to supervise installation and dismantling of exhibits (required extensive national travel).
- Planned and executed user-group meetings and sales meetings for top executives.

Education:

Babson College - 1992 Master of Business Administration

Boston College - 1984 Bachelor of Arts in Business Administration

Recipient of The Lombard Medal for the Highest Academic Average