



Leslie Dixon

Paralegal

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Location

6070 Poplar Avenue
Suite 300
Memphis, TN 38119

Honors

Six Sigma Greenbelt Certification,
2003

Education

1990 - B.S. Accounting,
LeMoyne-Owen College

Leslie Dixon is a paralegal in the Firm's Real Estate & Lending Service Team. She has over 18 years of experience in the areas of lease administration, acquisitions and joint venture transactions.

Professional Experience

Coordination of high volume acquisition and disposition transactions by managing due diligence procedures.

Preparation of closing statements with title agencies for the purchase of self-storage portfolios.

Liaison for self-storage national corporate account customers ensuring correct accounting of multi-location, varied length self-storage leases.

Directing Special Projects internationally for lease administration and transaction management teams for global commercial real estate services and investment firm.

Maintenance, review and reconciliation of company accounts receivable payment exports and variance reports with narratives.

Vetting the integrity of domestic and international lease agreements.

Subject matter expert for databases utilized by the Portfolio Lease Administration Division of global commercial real estate management corporation.