



DAWNA L. ELLIS, CCIM
Chief Operating Officer
Chief Financial Officer

(757) 640-8225
DawnaEllis@HarveyLindsay.com

PROFESSIONAL EXPERIENCE

Dawna Ellis joined Harvey Lindsay Commercial Real Estate in 1984. She is responsible for all operational functions of Harvey Lindsay Commercial Real Estate. These include Accounting, Human Resources, Management Information Systems, Marketing and Research, and Administrative Support. She manages all aspects of Corporate, Partnership, Development, and Property Management accounting including tax work for the various entities controlled by Harvey Lindsay Commercial Real Estate. Dawna is ultimately responsible for implementing all company policies and coordinating company benefits including the 401 (k) plan, cafeteria plan (Section 125 Plan), and employee benefit insurance policies. She monitors compliance with employment and labor laws. Dawna also bids and monitors operational insurance policies such as liability, workers compensation, personal property and errors and omissions.

Prior to joining the company Dawna worked as a research and development accountant for Lombert Lenses in Norfolk, Virginia.

EDUCATION AND DESIGNATIONS

She graduated Summa Cum Laude from Old Dominion University in Norfolk, Virginia in 1986, earning a Bachelor of Business Administration degree with concentrations in Accounting and Finance. She was inducted into Omicron Delta Epsilon and Alpha Chi - honor societies for Economics and Accounting respectively. She received her Certified Public Accountant (CPA) license from the State of Virginia in 1988, and her Certified Commercial Investment Manager (CCIM) designation in 1993. She is a 2004 graduate of Leadership Hampton Roads.

COMMUNITY INVOLVEMENT

Dawna is involved with several community Boards. She is currently on the Board of Volunteer Hampton Roads where she serves on the Executive Committee as Vice Chair. From 2003 - 2011 she was on the Board of ForKids, an organization that provides shelter and services to homeless children and their families. She served on the Finance Committee, Real Estate Committee, and for two years was Chairman of the Board. She also serves on the Advisory Board of Virginia Martial Arts Center in Chesapeake, Virginia.

She has volunteered with charitable organizations in the Hampton Roads area including the American Heart Association, United Way, Volunteer Council, Future Business Leaders of America and Junior Achievement. She is a Sunday School teacher at the Alliance Church in Portsmouth, Virginia. She is a black belt instructor at Virginia Martial Arts Center where she volunteers her time to teach self-defense and safety awareness to young children.