

Matthew B. Taylor

CCM & CHE

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GENERAL MANAGER

Operations & Financial Management | Long- & Short-Term Strategic Planning
Policy Development | Board & Committee Collaboration | Strength in Leadership

- Impeccable 22-year career ensuring the highest standards of dining & private club operations.
 - Attract & retain talented employees to work together in delivering the vision of the board of directors according to new & established policies & bylaws.
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PROFESSIONAL EXPERIENCE

AUSTIN COUNTRY CLUB, Austin, TX

Assistant General Manager

2009 to 2011

Visible leader committed to nurturing an exceptional staff while regularly interacting with the 900+ members of Texas's oldest country club.

- Oversaw clubhouse operations, including fine and casual dining, catering, banquets, housekeeping, maintenance, security, event sales and setup, locker room upkeep, as well as F&B and purchasing for the ice skating rink, swimming pool and 18-hole golf course.

BAY VIEW CLUB, Horseshoe Bay, TX

General Manager

2006 to 2009

Created a compelling member/guest experience to differentiate this new, upscale residential community's private club from similar properties within the region.

- Led 5 department heads and administered operational and fiscal management of F&B, championship golf course, equestrian center, wellness center, off-site mountain club, lake house, on-site lodging, concierge and award-winning cast-off cabin.
- Identified, prioritized and directed all aspects of amenities to achieve the greatest ROI.
- Modified original clubhouse building plans to improve functionality and flexibility of use; drastically reduced costs without compromising quality.
- Analyzed industry trends and performed aggressive financial oversight to achieve the investors' objectives while exceeding member expectations; developed and periodically revised short and long-term business plans to account for changing economic conditions.

UNIVERSITY OF KANSAS, UNIVERSITY CLUB / UNIVERSITY CATERING, Lawrence, KS

General Manager

2002 to 2006

Served as CEO for not-for profit, 1,800-member private club, including 2 dining rooms, a full-service catering operation and 30,000 sq. ft. of event and meeting space spanning 3 buildings.

- Directed operations for on and off-campus catering and oversaw F&B needs for a football stadium, 2 athletic arenas, an 18-hole golf course and all major university events.
- Guided 7 department heads to maximize the productivity and profitability of 240 employees.
- Increased club dining traffic by 20% by cultivating a new dining concept; directed interior design, remodel and renovation and led menu creation and marketing efforts.

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UNIVERSITY OF KANSAS, CLUB / CATERING, **General Manager** (continued)

- Successfully countered a \$435K cut in budget by fostering a community outreach campaign and incentivizing sales staff to expand business within the community.
- Retired \$1.2M in operating debt 2 years prior to goal.
- Managed priorities and developed strategic financial and operational direction and policies that served both the board of directors and the university administration.

CITY AND COUNTY OF DALLAS EVENT FACILITY, Dallas, TX

General Manager

1999 to 2002

Utilized a strategic partnership to secure a \$5M contract to direct event facility operations.

- Decreased operating expenses by 12% and generated \$500K in new business in initial year.
- Established a reputation for excellence while hosting 200 weddings per year.
- Expanded business through the addition of a full-service menu and a five-star chef.

THE LAWRENCE GROUP, Houston, TX

General Manager

1988 to 1999

Led conceptualization, launch and management of ongoing operations for 5 unique Houston area restaurants, including Titan's, Clear Water Brewing Company, Buffalo Ranch, Vincenzo's Italian Restaurant and the Aztec Café.

- Established and oversaw development budgets, contributed to menu development, created and implemented operations standards, built and led strong teams of staff and acted as GM for each restaurant for 2+ years before transitioning to launch the next dining venture.
- Increased overall annual revenue to \$13M and consistently surpassed yearly goals by 20%.

PERSONNEL MANAGEMENT

INTERNAL: Executive Chefs | Managers | Assistants | Servers | Accountants | Bookkeepers
Housekeeping | Concierge | Sales | Marketing | Construction | Maintenance
Golf Professionals | Golf Superintendents | Valet | Security | Human Resources

EXTERNAL: Auditors | IT | Marketing | Interior Design | Public Safety | Construction

CERTIFICATION

Certified Club Manager (CCM) ▪ CLUB MANAGERS ASSOCIATION OF AMERICA ▪ 2005

Certified Hospitality Educator (CHE) ▪ AMERICAN HOTEL & LODGING ASSOCIATION ▪ 2005

Corporate & International Protocol Consultant ▪ NEW YORK SCHOOL OF PROTOCOL ▪ 2004

Level One Sommelier ▪ THE COURT OF MASTER SOMMELIERS ▪ 2002

EDUCATION

MS in Hotel & Restaurant Management ▪ UNIVERSITY OF KANSAS, Lawrence, KS ▪ 2005

BS in Business Administration ▪ OHIO STATE UNIVERSITY, Columbus, OH ▪ 1984- 1988

Leadership Studies ▪ UNITED STATES MILITARY ACADEMY, West Point, NY ▪ 1981- 1984