

# Edward L. Smith

## Summary

Strong administration background with over 25 years in Multi-site Operations, General management, and Profit & Loss qualifications. Expertise in budgeting, expense control, inventory, and quality management. Organized, efficient and precise with strong planning, communication, and liaison skills.

## Skills and Accomplishments

Retired Lieutenant Colonel with the United States Army Reserves  
Brigade Executive Officer overseeing complete operations for 4 battalions including Financial, Administrative, Intelligence Operations, and Supply.

## Professional Experience

2000— Present

Self-employed

Kansas City, Missouri

Entrepreneur of Real Estate Investment Properties with \$1 million dollar portfolio  
Small Business Owner

1985— 2000

Sodexo Marriott

Bethesda, Maryland

### **General Manager – KINGSWOOD – Kansas City, MO (1997-2000)**

- Managed operations for the Food Service Department of a senior living property consisting of 210 independent living residents, 83 health center residents, and 12 assisted living residents.
- Provided food service for Meals on Wheels and vending.
- Supervised 66 employees and oversaw a \$1.6 million budget
- Met or exceeded financial objectives 3% by reducing food costs 1.4% and labor by 1.2%
- Established 6 new dining rooms with the skilled nursing facility in support of the new EDEN concept
- Passed all state inspections with no exceptions

### **General Manager, Food Services and Housekeeping – BAPTIST MEDICAL CENTER – Kansas City, MO (1991-1996)**

- Managed food service operations of a 350-bed facility,
- Monitoring a \$4 million budget and 80 full time employees.

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- Prepared food service for hostess program, retail, catering, vending, Meals on Wheels, and two lunch programs
- Improved patient satisfaction 20% over 2 years
- Met or exceeded budget obligations – reduced labor and food costs .014%
- Passed all JCAHO with no deficiencies
- Accepted additional responsibility for managing Environmental Services and 44.2 FET's for 14 months
- Awarded "Food Service Director of the Year," 1992

**Food Service Director – ST. ROSE/VILLA ROSE – San Antonio, Texas (1988-1991)**

**Food Service Production Manager – SCOTT & WHITE HOSPITAL – San Antonio, Texas (1985-1987)**

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## Education

*Arizona State University*

Tempe, Arizona

**Master of Arts, Counseling**

**Bachelor of Arts, Elementary Education**

## Continued Professional Development

- Pursuing a life coach certificate      Present
- Win-Win Client Expectations      2000
- Stephen Covey: Leadership Training 1995
- Hospitality Training      1995
- NRS Sanitation Training      1994

### **Social/Professional Affiliations**

- Don Bosco Center, Board Member – 3 years
- City Union Mission, Fundraiser for Bikers with a Mission – 15 years
- Ft. Leavenworth Federal Prison, Inmate Mentor – 5 years
- Lee's Summit Community Church, Lakeland Community Church, Character That Counts, TGIW, People Matter Ministries, Quest – 20 years