

RONALD C. MORSE

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EXECUTIVE ASSISTANT | EXECUTIVE & OPERATIONS SUPPORT

Trusted, highly organized Executive Assistant with deep experience supporting CEOs in fast-moving, environments. Known for calm execution, strong judgment, and the ability to turn rough ideas into polished deliverables. Brings a rare blend of executive support, operations coordination, project follow-through, and hands-on technology fluency. Hyper-local to Stamford and fully onsite-ready.

CORE COMPETENCIES:

Executive & CEO Support • Calendar & Meeting Coordination • Executive Communications
Project Tracking & Follow-Through • Content & Presentation Development
Operational & Administrative Support • Contracts, Invoicing & Documentation
Discretion, Judgment & Confidentiality • Cross-Functional Coordination

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group – **Stamford, CT**
Office Manager | Operations Analyst | Executive & Operations Support 2010 – 2025

- Acted as trusted right hand to executive leadership, maintaining discretion while supporting daily priorities, meetings, communications, and time-critical issues.
- Drafted and polished executive communications, presentations, and internal reports.
- Prepared agendas, captured detailed meeting notes, and ensured action items were tracked and completed.
- Supported cross-functional initiatives and operational projects, keeping timelines, deliverables, and stakeholders aligned.
- Created polished slide decks, internal documents, and client-facing materials from rough concepts and source notes.
- Assisted with contracts and documentation using established templates; coordinated execution and record-keeping.
- Managed day-to-day office operations and coordinated executive meetings and events, ensuring materials, technology, vendors, and follow-through were handled seamlessly.
- Supported invoicing, expense tracking, and operational budget documentation.
- Provided hands-on support for Microsoft 365, Teams, SharePoint, hybrid meetings, and presentation technology.
- Developed SOPs and administrative guides that improved consistency, efficiency, and onboarding.

COMMUNITY LEADERSHIP:

President, Brighton Court Condo Association: Leads a 37-unit community overseeing vendors, contracts, budgeting, communications, and major projects.

TOOLS:

Microsoft 365 (Outlook, PowerPoint, Excel, Teams, SharePoint)
Presentation & Meeting Tech • Document & Knowledge Systems • Contract Templates

EDUCATION:

State University of New York Conservatory of Theatre Arts, Design/Technology – **Purchase, NY**