

RONALD C. MORSE

Eastchester, NY • 917-719-0386 • ron@ronaldcmorse.com • linkedin.com/in/ronald-c-morse • Portfolio: ronaldcmorse.com/howardsloan

EXECUTIVE / PERSONAL ASSISTANT TO CEO

Seasoned executive support professional with 15+ years partnering directly with C-suite leaders in fast-paced, confidential environments. Known for strong judgment, calm execution under pressure, and the ability to anticipate executive needs. Adept at managing sensitive matters, preparing leadership materials, and coordinating complex priorities as a trusted executive liaison.

CORE COMPETENCIES:

- Executive Calendar Management
- CEO & C-Suite Support
- Confidential & Sensitive Matters
- Executive Communications & Correspondence
- Board & Leadership Meeting Support
- Expense Reporting & Reconciliation
- Microsoft Outlook, Word, Excel & PowerPoint
- Executive Liaison & Gatekeeper
- Priority Coordination
- Crisis Response & Judgement

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

– Stamford, CT

Senior Operations & Executive Support Partner (2010–2025)

Provided direct, high-level executive support to the CEO and senior leadership while managing core operational and administrative functions in a dynamic, growth-oriented environment.

- Acted as trusted right hand to the CEO, handling sensitive matters with discretion, professionalism, and sound judgment.
- Managed complex executive calendars, prioritizing competing demands, resolving conflicts, and ensuring leadership readiness.
- Prepared presentations, reports, briefing materials, and correspondence for executive meetings, board discussions, and external stakeholders.
- Coordinated travel logistics and itineraries for executives, ensuring seamless execution and responsiveness to changes.
- Drafted internal communications, announcements, and executive correspondence on behalf of leadership.
- Served as a liaison between the CEO, senior management, staff, vendors, and external partners, representing leadership with professionalism.
- Anticipated needs by researching, collecting, and synthesizing information in advance to conserve executive time.
- Supported executive financial oversight by tracking expenses, monitoring budgets, and preparing summary materials to support informed decision-making.
- Operated effectively in high-pressure situations, including crisis response and time-sensitive decision support.
- Supported executive meetings, leadership offsites, and internal events, managing logistics and materials end-to-end.
- Maintained strict confidentiality across personnel, financial, operational, and strategic matters.
- Balanced multiple priorities simultaneously while maintaining a high standard of accuracy and follow-through.

EDUCATION:

State University of New York Conservatory of Theatre Arts, Design/Technology

– Purchase, NY