

# RONALD C. MORSE

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

## EXECUTIVE ASSISTANT | OPERATIONS & EXECUTIVE SUPPORT LEADER

Executive Assistant with 20+ years supporting CEOs and senior leaders across multi-state office operations. Skilled in confidential document handling, executive liaison work, and high-stakes scheduling, while also experienced in vendor, property, and facilities management. Recognized for balancing discretion, poise, and problem-solving to keep executives focused and businesses running seamlessly.

### CORE STRENGTHS:

- Calendar & Event Logistics | Meeting Coordination & Executive Content Support
- Property & Space Planning Support | Executive, Vendor & Staff Coordination
- Confidentiality, Gatekeeping & Executive Partnership
- Polished Correspondence & Presentations | Expense Reporting
- Process Improvement | SOP Development | CRM & Data Management
- Microsoft 365, Google Workspace, Outlook, Canva, SharePoint, LucidChart, CAD software

### PROFESSIONAL EXPERIENCE:

#### Relation Insurance Services & Stamford Insurance Group - Stamford, CT

Operations Analyst / Business Support Specialist (Executive Assistant to CEO) 2000–2025

- **Executive Support & Confidentiality:** Served as trusted assistant to CEO/COO for 20+ years, handling confidential correspondence, contracts, and sensitive leadership matters with discretion.
- **Calendar & Scheduling:** executive schedules for board sessions, client negotiations, and project or space-planning meetings; ensured leadership focus stayed on strategy.
- **Meeting & Event Planning:** Planned and executed leadership meetings, offsites, and executive events, managing logistics such as venues, audio/visual setup and video conferencing tools, and supporting content and documentation under tight deadlines.
- **Executive & Operations Liaison:** Served as liaison between executives, managers, staff, and vendors; drew on client-facing service background to ensure clear communication and a professional, high-touch experience.
- **Property & Office Oversight:** Managed six executive-owned properties and 20+ leased offices; supported relocations, lease reviews, and vendor contracts across multi-site operations.
- **Operations & Integration:** Directed office integrations and onboarding during acquisitions, ensuring seamless transitions and compliance alignment.
- **Polished Communications:** Produced executive-level presentations, reports, and correspondence on behalf of leadership.
- **Technology Enablement:** Partnered with executives on device setup, hardware, and collaboration platform integrations (Zoom, Teams, RingCentral, SharePoint), ensuring leaders stayed connected and client-facing experiences were smooth and professional.

### EDUCATION:

#### State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

*"His contributions spanned project management, logistics, customer service, data organization, and beyond... During Ronald's tenure, we grew from a modest three-person team to 62 employees across 13 locations in four states."*

— Brian Rogers, CEO