

RONALD C. MORSE

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WORKPLACE & OPERATIONS COORDINATOR

Proactive workplace & operations leader with 20+ years ensuring offices, teams, and leadership run at peak efficiency. Comfortable thriving in fast-paced, fluid environments, taking initiative to drive projects forward without waiting for direction. Known for balancing hands-on problem solving with foresight and discretion to deliver smooth operations and exceptional workplace experiences.

CORE STRENGTHS:

- Office & Facilities Manage
- Workplace Operations & Experience
- Executive & Team Support
- Vendor & Contract Management
- Event & Meeting Logistics
- IT / Equipment Setup
- Onboarding & Training
- Budget Oversight & Planning
- Project Execution
- Process Improvement & SOPs

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Operations Analyst / Manager – Operations, Facilities & IT

2000–2025

- Independently led office relocations, build-outs, and facilities projects, consistently achieving zero downtime and measurable cost savings.
- Simultaneously manage dual role of operations manager and property manager, creating structure where none existed across 20+ leased offices and 6 executive-owned properties.
- Managed vendor relationships for cleaning, security, IT, and building management; negotiated leases and service contracts to align with budgets and business growth.
- Delivered seamless onboarding for new hires: coordinated IT/equipment setup, space readiness, training, and compliance.
- Planned and executed team events and morale-building activities, from executive meetings to companywide training sessions.
- Served as the CEO's trusted right hand, managing calendars, travel, and confidential projects; often acted in a Chief of Staff/EA capacity.
- Built and standardized SOPs and knowledge systems across sales, service, and compliance to improve efficiency and accountability.
- Directed IT infrastructure for a 12-location, 60+ employee enterprise, including hardware provisioning, networking, and user support to keep teams productive.

COMMUNITY LEADERSHIP & ENGAGEMENT

President, Brighton Court Condo Association: Leading a 37-unit community, oversing property management, capital projects, budgets, and governance.

Partner, Rippowam Labs Makerspace: Co-managed workspace, teaching technical and craft skills while supporting community collaboration.

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology