

RONALD C. MORSE

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ADMINISTRATIVE & OPERATIONS SUPPORT LEADER

Trusted partner to CEOs and senior leadership with 15+ years supporting strategy, communication, and daily execution. Known for discretion, foresight, and polished outputs across presentations, CRM reporting, meeting logistics, and office coordination. Thrives in fast-moving environments where initiative, judgment, and high standards are expected. Brings a rare blend of executive assistance, data and technology fluency, operations sensibility, and hands-on support.

CORE COMPETENCIES:

- Executive & Team Support
- Administrative Coordination
- Presentation & Document Prep
- CRM Data Integrity & Reporting
- Website & Content Updates
- Meeting & Event Logistics
- Project & Vendor Coordination
- SOPs & Knowledge Systems
- Research & Executive Briefing Materials
- Excel & Data Organization
- Office Operations & Workspace Support
- Tech-enabled Support (M365/AV/office/home)

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Operations Analyst / Executive Support / Manager: Operations, Facilities & IT

2000 – 2025

Executive Support & Strategic Enablement

- Supported CEO and senior leaders with daily administrative coordination, scheduling support, information flow, and task follow-through.
- Maintained confidentiality, judgment, and professionalism across sensitive matters and fast-moving situations.
- Prepared polished internal communications, briefing notes, and talking points for leadership interactions.
- Coordinated meetings, logistics, and follow-through to ensure leaders and teams stayed prepared and aligned.
- Managed shifting priorities and time-sensitive requests with calm execution and reliable follow-through

Presentation, Communication & Meeting Support

- Designed and polished PowerPoint decks, reports, plans, and executive briefings; transforming rough notes into clear, professional materials.
- Coordinated leadership meetings, team events, sales presentations, and offsites.
- Ensured executives were prepared, equipped, and supported end-to-end.

Data, Reporting & Systems

- Maintained CRM data accuracy and reporting standards; supported leadership data visibility and operational planning.
- Developed and refined internal workflows, tracking tools templates, and documentation.
- Built simple tracking tools and templates that improved reporting consistency and helped leadership stay informed.

Office Support & Vendor Coordination

- Served as primary point of contact for office needs, supplies, repairs, and service vendors.
- Coordinated office transitions and workspace set-ups with zero downtime, strong cost discipline, and a polished workplace and visitor experience.
- Supported onboarding logistics for new staff and contractors, ensuring smooth access and set-ups.
- Maintained a professional office atmosphere and welcoming first-impression experience for visitors and clients.
- Assisted with reception duties, guest coordination, and office appearance to support a polished, welcoming, client-facing environment workplace.

Technology & Productivity Support

- Assisted executives and staff with Microsoft 365, Teams, SharePoint, conferencing tools, and hardware devices.
- Supported executive home-office technology and hybrid-work set-ups.
- Provided basic troubleshooting, onboarding assistance, and technology orientation
- Updated internal content and external pages; supported light WordPress editing and content refresh cycles.
- Built and maintained internal knowledge systems, SOPs, onboarding resources, and shared-drive structures to ensure clarity, consistency, and easy information access.
- Liaised with high-value clients, vendors, insurers, and community partners to support leadership priorities.

COMMUNITY LEADERSHIP & ENGAGEMENT

President, Brighton Court Condo Association: Lead a 37-unit community, overseeing major projects, and governance.

Partner, Rippowam Labs Makerspace: Co-managed technical workspace, teaching hands-on tool, tech, and craft skills while fostering collaboration.

TOOLS AND TECHNICAL PROFICIENCY HIGHLIGHTS:

Microsoft Office Suite (PowerPoint, Excel, Access, Outlook) • SharePoint • CRM Platforms
Web Publishing/Content Platforms (WordPress, GitHub) • Microsoft 365 Admin • RingCentral
Adobe Creative Suite (Illustrator, Premiere Pro) • CAD Layout/Drafting • LucidChart

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

"Ronald wore many hats with expertise, enthusiasm, and dependability. He often took on complex assignments with minimal direction, transforming ideas into fully executed projects. His ability to handle both high-level strategy and detailed execution is rare and valuable."

— Brian Rogers, CEO, Stamford Insurance Group