

RONALD C. MORSE

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OFFICE MANAGER & OPERATIONS LEADER

Trusted partner to executives and teams, known for building efficient, welcoming offices and scalable systems that align with growth. With 20+ years managing multi-site operations, facilities, IT/AV, and vendor ecosystems, I specialize in office launches, employee experience, and cross-functional operations that scale with growth. I thrive in hands-on, in-office roles, bringing adaptability, foresight, and the ability to wear many hats to ensure nothing falls through the cracks.

CORE COMPETENCIES:

- Office Setup & Workplace Launch
- Facilities & Vendor Management
- Policy & Procedure Development
- Employee Experience & Culture Programs
- IT & AV Infrastructure Oversight
- Project & Transition Management
- Cross-Functional Operations
- Microsoft Office & Collaboration Tools

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Manager: Operations, Facilities & IT

2000–2025

Office Launch & Setup

- Directed multiple office moves and new launches across CT & NY, from site planning and telecom to Wi-Fi, AV, furniture, and compliance; delivering modern, branded environments with zero downtime.
- Balanced dual roles as operations and property manager for six executive-owned buildings while overseeing 20+ leased office sites (up to 13 simultaneously).
- Paired physical office launches with systems rollouts (onboarding, IT, visitor protocols), ensuring new offices were fully operational and employee-ready on day one.

Cross-Functional Operations & Systems

- Served as the central hub for operational efficiency, bridging executives, IT, finance, HR, and marketing.
- Bridged departments and roles as needs shifted; one day finalizing budgets with leadership, the next configuring network gear or planning team events, ensuring nothing fell through the cracks.
- Managed mail, supplies, scheduling systems, and reporting dashboards to support daily operations.
- Partnered seamlessly with IT, HR, finance, and marketing teams to align systems, policies, and daily operations, acting as the “glue” between functions.

Culture & Employee Experience

- Designed spaces and amenities to reflect company brand and values, strengthening employee engagement.
- Organized leadership meetings, team events, and morale-building programs, ensuring smooth execution under pressure.

Policies, Procedures & Administration

- Built standardized SOPs, onboarding checklists, visitor and safety protocols, and compliance documentation, ensuring clarity and accountability across teams.
- Consolidated vendors and services, achieving cost efficiency while maintaining high quality standards.

Technology & Tools Proficiency

- Directed IT infrastructure for a 12-location, 60+ employee enterprise, covering networking, security, cloud, and end-user support.
- Proficient in Microsoft Office Suite, M365 admin, RingCentral UCaaS, SharePoint, CRM systems, CAD/LucidChart for space planning and documentation.

COMMUNITY LEADERSHIP & ENGAGEMENT:

President, Brighton Court Condo Association: Leads a 37-unit community, overseeing property management, major projects, and governance with transparency & collaboration.

Partner, Rippowam Labs Makerspace: Co-managed a creative workspace, teaching technical and craft skills while fostering collaboration.

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

"Ronald wore many hats with expertise, enthusiasm, and dependability. His initiative in creating custom software solutions improved workflows, and his rare ability to handle both high-level strategy and detailed execution made him instrumental to our growth from 3 to 62 employees across 13 locations."

— Brian E. Rogers, CEO, Stamford Insurance Group