

RONALD C. MORSE

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

OFFICE MANAGER | OPERATIONS & CLIENT EXPERIENCE

Hands-on office and operations manager with an entrepreneurial mindset and startup spirit. I've spent my career helping business owners turn empty spaces into organized, high-performing workplaces; handling vendors, systems, and day-to-day details so they can stay focused on growth. I bring calm under pressure, creative problem-solving, and the follow-through that keeps operations reliable and professional every day.

CORE STRENGTHS:

- Office Management
- Facilities Oversight
- Front-Desk Workflow
- Vendor & Contractor Relations
- Staff Onboarding & Training
- Inventory & Equipment Management
- Budgeting & Purchasing
- Client Experience
- IT & Systems Setup
- HIPAA & Compliance Awareness
- Team Coordination & Communication
- Project and Crisis Management

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Operations and Facilities Manager / Operations Analyst

2000–2025

Grew with the same business owner for over 20 years, advancing from client-facing roles to the CEO's right hand while developing deep expertise across operations, facilities, and IT.

- **Office Management & Administration:** Directed day-to-day office operations across multiple locations, ensuring smooth front-desk and office workflow, scheduling support, and professional presentation for staff and clients. Maintained supplies, managed vendor relationships, and kept administrative systems running efficiently.
- **Facilities Management:** Oversaw maintenance, repairs, and safety compliance for executive-owned and leased spaces. Managed contractors and service providers for HVAC, utilities, and space planning, ensuring each location remained functional, safe, and cost-efficient.
- **Executive & Confidential Support:** Partnered directly with ownership and executives, handling sensitive correspondence, gatekeeping, event execution and home-office support with discretion and foresight.
- **Client & Service Workflow:** Created SOPs for client service, reception, and records handling standardizing operations and improving turnaround times.
- **Project & Space Planning:** Managed buildouts, relocations, and renovations from design through completion—delivering zero downtime and measurable cost savings.
- **Technology & Systems:** Oversaw communication and IT systems (phones, internet, printers, workstations), ensuring uptime and quick resolution of issues across offices.

TOOLS & TECHNOLOGY:

- Microsoft 365 (Outlook, Word, PowerPoint), SharePoint, VoIP & Telephony systems, CRM platforms, LucidChart/CAD layout tools, Adobe Creative Suite, Hardware/AV systems

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

"Ronald wore many hats with expertise, enthusiasm, and dependability... instrumental to our growth from 3 to 62 employees across 13 locations."

— Brian Rogers, CEO