RONALD C. MORSE

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OPERATIONS ANALYST | VENDOR & SOFTWARE LICENSING MANAGEMENT

Operations and compliance-minded professional with 15+ years managing vendor lifecycles, contracts, and operational workflows across IT, facilities, and corporate administration. Known for building efficient systems that streamline procurement and strengthen compliance. Local to Tarrytown, NY, and experienced in cross-functional collaboration with executives, procurement, finance, and project teams.

CORE COMPETENCIES:

- Vendor & Contract Management
- Statement-of-Work Documentation
- Procurement Coordination
- Regulatory & Operational Compliance
- Process Improvement
- Cross-Functional Collaboration
- IT Systems & Infrastructure Oversight
- CRM Workflows

EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group   **- Stamford, CT**
Operations Analyst / Manager of Operations, IT & Facilities   *2000–2025*

- Managed end-to-end vendor relationships: sourcing, quotes, scope definition, and approval workflows supporting multi-office technology and facilities projects.
- Created and maintained scope and deliverable documentation equivalent to formal SOWs, ensuring clarity on cost, timing, and acceptance criteria.
- Oversaw software licensing and provisioning for server, desktop, and cloud systems, negotiating terms, monitoring usage, and compliance across M365, CRM, and insurance platforms.
- Coordinated vendor onboarding & compliance, verifying documentation, licensing, and insurance to meet internal and regulatory standards.
- Supported contract review & approval with finance and procurement; tracked budgets and ensured complete documentation for audit readiness.
- Maintained corporate and insurance licensing compliance for multiple legal entities across several states; served as point of contact for inspections and filings.
- Developed standard operating procedures (SOPs) and internal knowledge systems that reduced administrative turnaround times.
- Partnered with leadership to prioritize requests, monitor project progress, and communicate status transparently across teams.
- Directed full-scope IT for a 60+-employee, 12-location enterprise, overseeing software licensing, vendor management, infrastructure planning, security, and support to ensure cost-effective, compliant technology operations.

COMMUNITY LEADERSHIP:

President, Brighton Court Condo Association: Leads governance, vendor selection, and contract compliance for 37-unit property.

TOOLS & TECH:

Microsoft 365 (Admin & Licensing Portal) • SharePoint Admin • Active Directory Admin • Excel / Access • LucidChart • CRM Administration • RingCentral UCaaS • Adobe Creative Suite

EDUCATION:

State University of New York   **- Purchase, NY**
Conservatory of Theatre Arts, Design/Technology

> *"Ron excels in coordinating with vendors and providing clear, detailed instructions to ensure projects are completed on time and according to specifications. His attention to detail is exceptional —he leaves no stone unturned."*
>
> — *Max McClellan, Director of Procurement & Strategic Planning, Relation Insurance Services*