

RONALD C. MORSE

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OPERATIONS ANALYST | VENDOR MANAGEMENT | PROCESS OPTIMIZATION

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, audit-ready systems that streamline procurement, strengthen compliance, and reduce cycle times. 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
- Microsoft 365 & SharePoint
- 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.
- 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 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.

COMMUNITY LEADERSHIP:

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

TOOLS & TECH:

Microsoft 365 (Admin & SharePoint) • Excel / Access • LucidChart • CRM Systems Admin • 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