

RONALD C. MORSE

Stamford, CT • 203-559-1671 • Ron@RonaldCMorse.com • [linkedin.com/in/ronald-c-morse](https://www.linkedin.com/in/ronald-c-morse)

IT TEAM COORDINATOR | OPERATIONS & TECHNOLOGY LEADER

Proactive IT and administrative professional with 20+ years supporting executives and teams in fast-paced, client-focused environments. Skilled in IT operations, project management, process improvement, and executive support. Recognized as a trusted right-hand resource who balances technical expertise with foresight and discretion. Based in Stamford, offering a proven record of stability, loyalty, and execution excellence.

CORE COMPETENCIES:

- Project & Program Coordination
- Executive & Team Support
- Process Improvement & Documentation
- Meeting & Event Logistics
- Reports & Presentation Preparation
- Vendor & Contract Management
- Budgeting Support & Cost Analysis
- Onboarding & Training Coordination
- Workflow Standardization & Compliance

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Operations Analyst / Manager: Operations, Facilities & IT

2000 - 2025

Executive & Team Coordination

- Served as the CEO's trusted right hand, anticipating needs, managing priorities, and keeping leadership focused on strategy.
- Coordinated meetings, executive events, and internal communications; transformed rough concepts into polished presentations and reports.
- Supported onboarding of new staff across 12+ locations, including office space planning, technology setup, and process training.
- Coordinated on-site, remote, and offsite meetings with teams, executives, clients, and partners, preparing agendas and presentation content while ensuring productive discussions and clear action steps.

IT & Systems Administration

- Directed IT infrastructure for a 60+ employee, 12-location enterprise, spanning networking, hardware, security, cloud services, and user support.
- Administered Microsoft 365, Active Directory, SharePoint, CRM platforms, and UCaaS telephony, ensuring secure and compliant operations.
- Developed and maintained SOPs, system documentation, and internal knowledge bases, enabling efficiency, compliance, and cross-team collaboration.

Project & Process Management

- Orchestrated office moves and facility integrations, achieving zero downtime and measurable cost savings.
- Partnered with leadership to analyze proposals, evaluate budgets, and advise on cost-effective solutions for IT upgrades, vendor negotiations, and operations.
- Streamlined workflows across sales, service, compliance, and finance functions, reducing new-unit integration timelines from months to weeks.
- Directed IT and operational projects from planning to execution, managing budgets, documentation, and cross-team alignment to deliver seamless integrations and significant efficiency gains.

TOOLS AND TECHNICAL PROFICIENCIES:

Productivity & Data: Microsoft Suite (Excel, Access, PowerPoint), Adobe Creative Suite

Systems & Admin: Microsoft 365 admin, Microsoft Active Directory, SharePoint, CRM platform admin, Unified Communications platform admin (RingCentral)

Collaboration Tools: Teams, Slack

Process & Planning: LucidChart, CAD layout/drafting

COMMUNITY LEADERSHIP & ENGAGEMENT:

President, Brighton Court Condo Association: Lead 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