

RONALD C. MORSE

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FACILITIES & OFFICE OPERATIONS PROFESSIONAL

Reliable, detail-oriented office and facilities professional with 15+ years supporting day-to-day workplace operations in corporate environments. Experienced in office upkeep, inventory and ordering, vendor coordination, maintenance requests, mailroom workflows, and front-desk support. Known for calm execution, strong follow-through, and the ability to step into on-site roles quickly to keep offices organized, functional, and welcoming.

CORE COMPETENCIES:

Office & Workplace Operations:

Daily Office Readiness & Organization • Supplies, Inventory & Ordering
Conference Rooms & Meeting Support • Front Desk, Visitor & Reception Coverage
Mail, Packages & Shipping Workflows & Systems

Facilities Coordination:

Maintenance Requests & Vendor Follow-Up • HVAC, Plumbing & Electrical Coordination
Workspace Setup & Furniture Adjustments • Safety Awareness & Basic Compliance Support

Administrative & Team Support:

Scheduling & Administrative Assistance • Document Preparation & Formatting
Internal Communication & Follow-Through • Process Improvement & SOPs

Technology & Systems

CAD Layouts • AV/Hybrid Meeting Setup • Cost Controls • Emergency/Crisis Response
Process Documentation & SOP Development

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

– Stamford, CT

Operations Analyst / Facilities, Office & Operations Manager

2000 – 2025

Office Operations & Administrative Support

- Managed daily office operations, ensuring workspaces, pantries, conference rooms, and common areas were consistently organized, stocked, and ready for use.
- Oversaw office supplies, food service inventory, and routine ordering to support staff and visitors.
- Coordinated reception coverage, guest arrivals, meeting logistics, and internal scheduling support.
- Managed incoming and outgoing mail, packages, and courier services with accuracy and efficiency.
- Supported senior leaders with meeting preparation, internal communications, and follow-through, helping ensure priorities, materials, and logistics were handled smoothly and discreetly.
- Served as a trusted point of contact for time-sensitive requests, exercising sound judgment and clear communication in a fast-paced office environment.

Facilities & Maintenance Coordination

- Submitted, tracked, and followed up on maintenance requests with landlords, building management, and service vendors to ensure timely resolution.
- Coordinated repairs across HVAC, plumbing, electrical, and general maintenance issues.
- Conducted regular walkthroughs to identify issues early and maintain a clean, professional workplace.
- Supported workspace setups, desk moves, and onboarding logistics for new hires.

Vendor & Operational Support

- Liaised with vendors for cleaning, maintenance, deliveries, and office services.
- Assisted with vendor quotes, purchase orders, and routine expense tracking.
- Maintained clear communication with staff regarding maintenance schedules, office updates, and disruptions.

Technology & Meeting Support

- Provided hands-on support for conference room setups, hybrid meetings, and basic AV troubleshooting.
- Supported users with Microsoft Outlook, Teams, and shared document systems as needed.

COMMUNITY LEADERSHIP & ENGAGEMENT:

President, Brighton Court Condo Association:

Oversees day-to-day operations for a 37-unit residential community, including vendor coordination, maintenance projects, budgeting input, and resident communication.

Partner, Rippowam Labs Makerspace:

Supported facilities upkeep, equipment readiness, and event/workshop coordination in a shared technical workspace.

TOOLS & SYSTEMS:

Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams) • Work Order & Vendor Portals
Document Management Systems • CAD Layouts & LucidChart • Conference Room & AV Setup
Mailroom & Shipping Platforms (UPS, FedEx, Pitney Bowes, Stamps.com)

EDUCATION:

State University of New York

– Purchase, NY

Conservatory of Theatre Arts, Design/Technology

TESTIMONIAL (FROM CEO):

“Ronald wore many hats with expertise, enthusiasm, and dependability. He often took on complex assignments with minimal direction, transforming ideas into fully executed projects. His ability to handle both high-level strategy and detailed execution is rare and valuable.”

— Brian Rogers, CEO, Stamford Insurance Group