

RONALD C. MORSE

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EXECUTIVE ASSISTANT | OPERATIONS & ADMINISTRATION

Trusted right hand with 20+ years supporting executives, managing office operations, and directing complex projects. Known for discretion, foresight, and turning rough concepts into actionable plans, polished communications, and seamless events. Adept at bridging executive vision with execution, balancing daily administration with strategic delivery.

CORE COMPETENCIES:

- **Executive & Team Support:** Meeting coordination, event planning, presentation prep, communications (with exposure to calendar and travel logistics)
- **Workplace Experience & Onboarding:** Visitor experience, meeting room logistics, onboarding, training, SOP development
- **Vendor & Administrative Support:** Vendor contracts, negotiations, service management, expense documentation, budget support
- **Office & Facilities Management:** Workplace planning, vendor oversight, move logistics, space management
- **Project & Event Leadership:** Off-site events, training sessions, executive/board meetings, team activities
- **Soft Skills:** Confidentiality & Discretion, Polished Communication

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Operations Analyst / Manager: Operations, Facilities & IT

2000 - 2025

Executive Support & Leadership Partnership

- Served as the CEO's trusted right hand and confidant, anticipating needs, prioritizing initiatives, and often functioning in an Executive Assistant / Chief-of-Staff capacity.
- Coordinated executive and team meetings, including agendas, materials, and event logistics; supported scheduling priorities.
- Created branded presentations and reports, translating leadership vision into polished communications.
- Conducted research, analysis, and feasibility studies to guide executive decision-making.
- Provided discreet support during crises and confidential projects, keeping leadership focused on growth.

Workplace Experience & Onboarding Support

- Delivered a welcoming workplace and visitor experience, managing meeting rooms, guest logistics, and office readiness.
- Supported new-hire onboarding, including equipment setup, system access, and training.
- Developed SOPs and training guides for hires / employees, ensuring consistent processes.
- Served as a professional first point of contact for executives, clients, and candidates.

Office, Vendor & Facilities Management

- Oversaw six executive-owned properties while directing daily operations across 20+ office locations (up to 13 at once).
- Directed office moves, including a 5,000+ sq-ft HQ relocation with zero downtime and significant savings.
- Coordinated vendor contracts, lease negotiations, and facilities upgrades to align with growth and cost control.

Administrative Support

- Managed vendor relationships, contracts, and negotiations to improve service and control costs.
- Assisted with budget planning for facilities and projects, ensuring accurate documentation.
- Supported executives with expense submissions and approvals to maintain compliance.
- Partnered with accounting staff to ensure accurate reporting and reconciliations.

Technology & Systems Leadership

- Directed IT infrastructure for a 12-location, 60+ employee enterprise — networking, security, hardware, cloud services, and support.
- Designed and deployed solutions aligning technology with operations, enabling rapid scaling and seamless integrations during acquisitions.
- Led communications consolidation project across 100+ offices and 400 users, improving service routing and reporting.

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:

President, Brighton Court Condo Association: Lead a 37-unit community, overseeing property management, major projects, and governance with transparency & collaboration.

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

CEO Brian Rogers: "Ronald was the glue that held the agency together."