

# RONALD C. MORSE

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## WORKPLACE EXPERIENCE & OPERATIONS LEADER

20+ years delivering seamless office operations, executive support, and property management in **high-value, fast-paced environments**. Known for foresight, discretion, and transforming rough concepts into efficient, scalable systems. **Local to Stamford**, with a proven record of balancing executive priorities, team needs, and budget control.

### CORE COMPETENCIES:

- Office & Workplace Management
- Vendor & Contract Oversight
- Budget Tracking & Cost Control
- Executive & Team Support
- Facilities & Property Management
- Project & Move Management
- Process & Compliance Standards
- Event & Meeting Coordination
- Technology & Systems Integration

### PROFESSIONAL EXPERIENCE:

#### Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

*Operations & Facilities Manager | IT & Business Support*

2000 - 2025

#### Office & Workplace Management

- Directed daily operations for 20+ office sites (13 active at once, serving 60+ employees), including build-outs, lease negotiations, space planning, vendor management, and preventive maintenance.
- Delivered a flagship zero downtime office relocation in Stamford, optimizing space and lowering overhead while creating a polished, high-performance workspace.
- Oversaw inventory, supplies, and on-site readiness, ensuring professional, brand-aligned environments for client-facing and executive teams.
- Created office environments that balanced efficiency with a welcoming atmosphere, ensuring spaces reflected company brand and values.

#### Executive & Team Support

- Served as the CEO's trusted right hand, providing confidential support, anticipating needs, and ensuring smooth scheduling, travel, and meeting logistics.
- Coordinated high-visibility team events, training sessions, and executive meetings, ensuring flawless execution under pressure.
- Translated leadership vision into polished presentations, research briefs, and communications to guide decisions.

## **Operations & Process Innovation**

- Managed vendor relationships across facilities, telecom, and IT, monitoring performance and costs to keep services efficient and budgets on track.
- Tracked facilities and IT budgets, supporting leadership with data-driven recommendations.
- Built and standardized SOPs, compliance processes, and internal knowledge systems, ensuring clarity, accountability, and integration for employees and business units
- Designed and implemented back-office systems (CRM, marketing, onboarding, licensing, compliance) that enabled growth and cross-team collaboration.

## **Project & Integration Leadership**

- Directed 30+ M&A office integrations, juggling IT migrations, telecom upgrades, and property transitions without operational disruption.
- Consolidated communications systems across 100+ offices, eliminating inefficiencies and improving the employee and client experience.
- Built and enforced SOPs for compliance, onboarding, and workplace standards across sales, finance, and service divisions.

## **TOOLS AND TECH:**

Google Workspace, Microsoft 365, SharePoint, CRM platforms, Adobe Creative Suite, CAD layout & LucidChart, Unified Communications Admin (RingCentral)

## **COMMUNITY LEADERSHIP & ENGAGEMENT:**

**President, Brighton Court Condo Association:** Leads 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*