

# RONALD C. MORSE

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## EXECUTIVE ASSISTANT | OPERATIONS & PROPERTY SUPPORT

Executive-level support professional with 15+ years partnering directly with CEOs and senior leaders. Combines EA, Chief-of-Staff, operations, facilities, and property oversight to keep organizations moving with precision. Trusted for discretion, foresight, structured problem-solving, and the ability to manage both the business and the physical workplace. Known for creating order in fast-paced environments, smoothing communication flow, and ensuring executives can focus on priorities while everything behind the scenes runs flawlessly.

## CORE COMPETENCIES:

- Executive Support & Prioritization
- Calendar, Inbox & Workflow Triage
- C-Suite Coordination & Logistics
- Confidentiality, Judgment & Discretion
- Technology-Forward Executive Support (Microsoft 365, Teams, SharePoint, UCaaS)
- Meeting, Event & Travel Logistics
- Property, Facilities & Vendor Coordination
- Project Planning & Multi-Stream Execution
- Operational Structure, SOPs & Process Optimization

## PROFESSIONAL EXPERIENCE:

### Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

*Operations & Property Manager / Business Support Specialist*

2000 - 2025

#### Executive Support & Leadership Coordination

- Served as the CEO's trusted partner, handling scheduling, inbox triage, priorities tracking, document preparation, research, and sensitive communications.
- Anticipated needs and proactively removed friction from the CEO's day-to-day workflow; frequently functioned as an Executive Assistant and Chief-of-Staff across logistics and strategic follow-through.
- Prepared briefings, decks, and polished communications for leadership, board-level meetings, and high-stakes internal and external presentations.
- Coordinated leadership meetings, training events, client visits, and staff engagements with seamless logistics and professional polish.
- Acted as a central point of coordination across leadership priorities, ensuring follow-through, aligned communication, and proactive issue resolution.

#### Administrative Operations & Workflow Management

- Managed day-to-day administrative operations supporting leadership, staff, vendors, and cross-functional teams.
- Built standardized SOPs and internal systems for onboarding, compliance, CRM workflows, and communication flow, improving clarity and accountability.
- Organized and maintained documentation, reporting, schedules, and interdepartmental communication to ensure nothing fell through the cracks.
- Developed executive dashboards and reporting tools, incorporating financial, operational, and staffing insights used in decision-making.

## Property, Facilities & Workplace Oversight

- Oversaw six properties personally owned by the CEO/COO, including maintenance, vendor coordination, capital projects, budgeting, and tenant interactions.
- Directed workplace operations for 20+ offices (up to 13 simultaneously), including space planning, construction oversight, lease work, design coordination, branding, and move logistics.
- Coordinated repairs, security, signage, office standards, and vendor contracts to maintain professional, efficient, and risk-managed environments.
- Led Stamford HQ relocation with zero downtime, delivering an elevated workplace experience and significant recurring cost savings.

## Project Management & Cross-Functional Coordination

- Directed integration projects for newly acquired agencies: IT migration, telecom installation, facilities upgrades, data cleanup, staff onboarding, and vendor consolidation.
- Delivered full integrations in as little as six weeks, ensuring continuity while transforming systems and workflows.
- Balanced executive-level planning with hands-on execution; moved seamlessly between budget meetings, on-site vendor coordination, and detailed project documentation.
- Managed competing deadlines, multiple workstreams, and complex stakeholder dynamics with steady communication and follow-through.

## Technology & Systems Management

- Managed Microsoft 365, SharePoint, Teams, and administrative access controls for the organization.
- Oversaw end-user support, hardware lifecycle, software rollouts, and network reliability for 60+ employees across 12 locations.

## COMMUNITY LEADERSHIP

**President, Brighton Court Condo Association:** Leads operations and projects for a 37-unit community, managing long-term planning, vendors, capital improvements, and resident communications.

**Partner, Rippowam Labs Makerspace:** Co-managed space operations, programming, equipment, and training for a creative community workspace.

## TOOLS AND TECHNICAL PROFICIENCY HIGHLIGHTS:

Microsoft 365 (Outlook, Teams, SharePoint, OneDrive) • Calendar & Email Triage  
PowerPoint & Executive Presentation Design • Excel, MS-Access & Reporting tools  
UCaaS (RingCentral) • Adobe Creative Suite • CAD / LucidChart for space planning

## EDUCATION:

**State University of New York**

**- Purchase, NY**

*Conservatory of Theatre Arts, Design/Technology*

*"Ronald wore many hats with expertise, enthusiasm, and dependability. His contributions spanned project management, logistics, customer service, data organization, and beyond, transforming ideas into fully executed projects. His ability to handle both high-level strategy and detailed execution is rare and valuable."*

*— Brian E. Rogers, CEO, Stamford Insurance Group*