



RONALD C. MORSE

HIGHLIGHTS PORTFOLIO



PROJECT SNAPSHOT: Stamford HQ Office Relocation (2025)

Role: Space Planning, Furniture Coordination, Vendor Oversight

Location: Stamford, CT

Scope: Full workspace programming, layout development, furniture integration, installation oversight

Overview:

Supported a full-office relocation by developing scaled floor plans, layout options, and furniture placement diagrams used for stakeholder review and vendor coordination. Integrated existing and new furniture, created clear move-day plans, and oversaw site readiness.

Key Responsibilities:

- Produced CAD plans, multiple layout iterations, and clear furniture placement diagrams
- Coordinated furniture vendor quotes, deliveries, installers, and sequencing
- Prepared the space for move-in, including reception, offices, and collaboration zones
- Communicated directly with leadership, contractors, and vendors

Outcome:

Delivered a right-sized, efficient workspace with zero downtime, improved functionality, and meaningful cost savings.



Reception Area



Central Collaboration

PROJECT SNAPSHOT: Reception Signage & Identification Layout (2025)

Role: Spatial Planning, Vendor Coordination, Technical Layout

Location: Stamford, CT

Scope: Signage placement, scaled elevations, fabrication coordination

Overview:

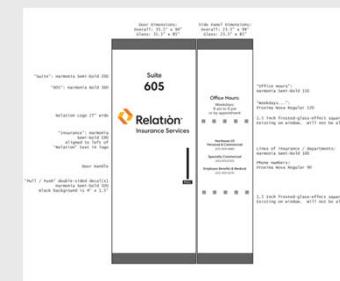
Developed elevation drawings and placement mockups for reception-area logo signage and glass entry lettering visible from the building hallway. Produced scaled diagrams used to coordinate fabricators, verify dimensions, and ensure accurate mounting within the architectural context.

Key Responsibilities:

- Created scaled elevations and digital mockups for logo and lettering placement
- Verified dimensions, clearances, and sightlines within the reception and hallway context
- Coordinated with signage fabricators on proofs, materials, and mounting details
- Documented final conditions with before/after photography

Outcome:

Delivered clean, accurate signage placement that improved visibility, clarified suite identity, and integrated cleanly with the surrounding interior.



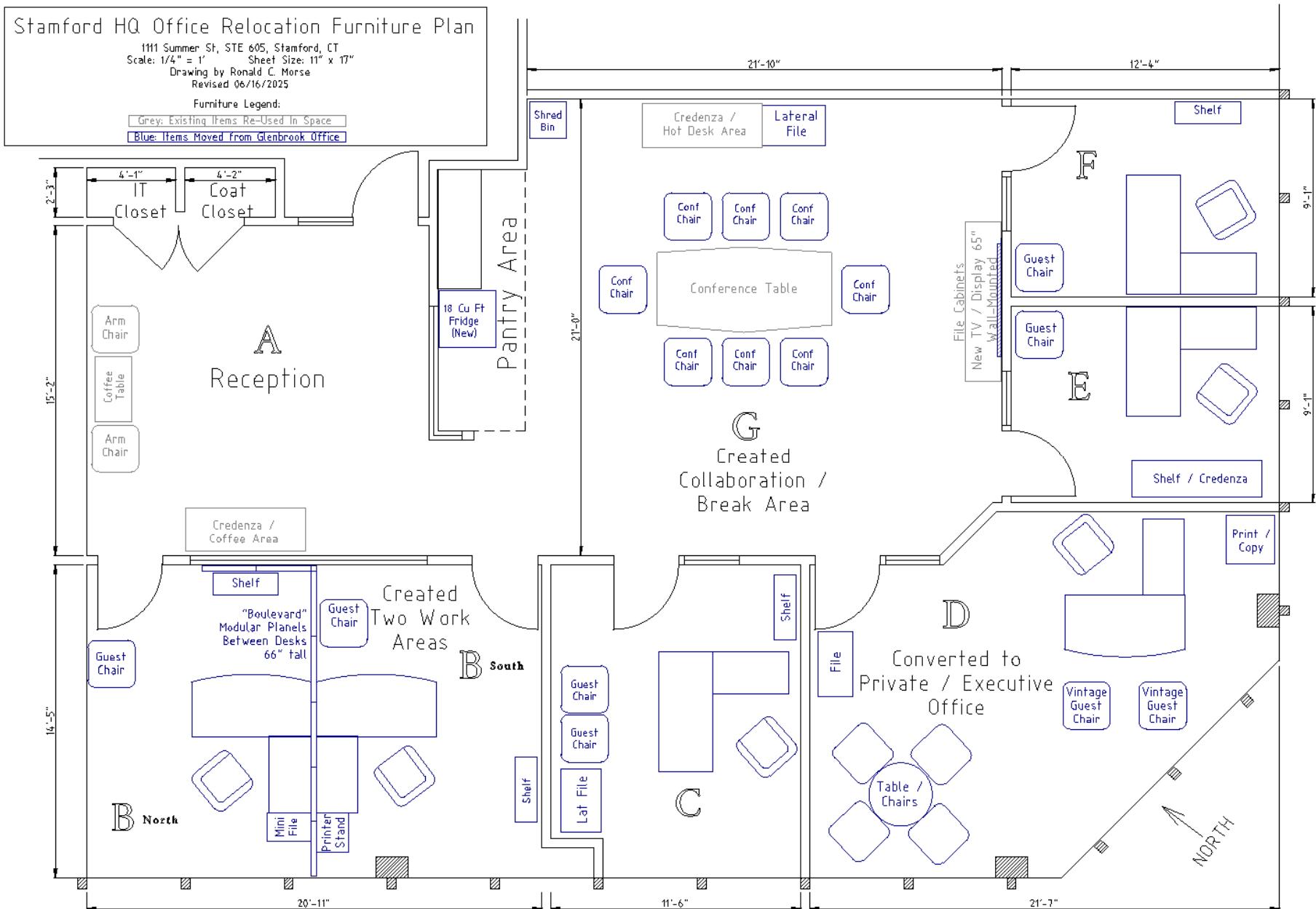
Entry: Scale Elevation



Reception: Mock-up

DRAWING SAMPLE: Stamford HQ Office Relocation

Functional Facilities Layout Created for Build-Out Execution



Developed to coordinate furniture placement, circulation, IT/AV locations, storage, pantries, and collaboration zones as part of a zero-downtime Stamford office relocation.

THE RIGHT HAND OF THE CEO

Trusted, Discreet, and Always Two Steps Ahead

Acted as the CEO's trusted confidant and right-hand, anticipating needs and addressing issues before they surfaced. Maintained discretion and professionalism as the first call in crises.

Turned rough concepts into polished presentations and communications. Delivered data analysis, research, and feasibility studies to guide decisions.

Orchestrated the back-end of sales, training, and morale-building meetings, ensuring flawless execution under pressure, often serving as an Executive Assistant in all but title, enabling leadership to stay focused on growth and strategy.



In a small business environment, every team member needs to wear many hats — and Ronald wore them all with expertise, enthusiasm, and dependability.

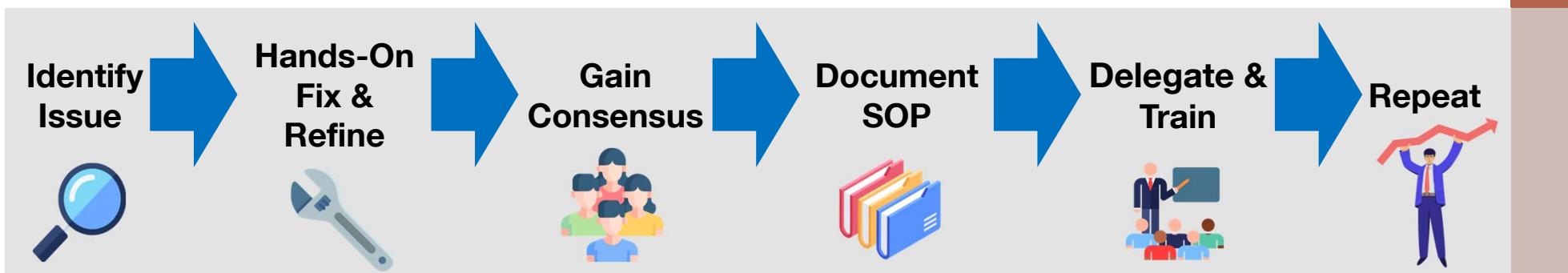
Brian E. Rogers
CEO, Stamford Insurance Group

OPERATIONS LEADERSHIP & PROCESS INNOVATION

Turning daily challenges into scalable systems

Directed the operational backbone of a growing insurance agency, managing core functions such as CRM systems, document management systems, knowledge-sharing, compliance, onboarding, and more.

Designed, tested, and implemented SOPs across sales, marketing, accounting, and compliance.



This iterative approach enabled rapid, efficient scaling, strengthened cross-team collaboration, and freed leadership to focus on growth and strategy.

PROJECT SNAPSHOT: FULL-SCOPE OFFICE INTEGRATION

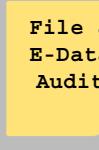
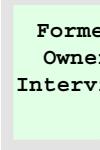
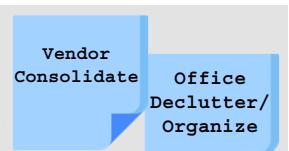
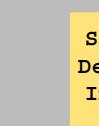
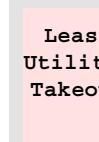
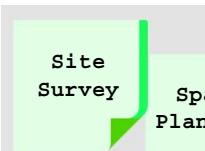
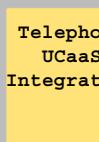
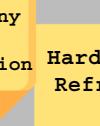
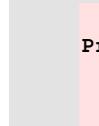
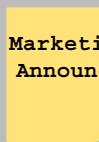
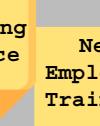
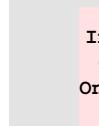
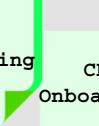
From Strategy to On-Site Workplace Launch

Led the physical launch of a newly acquired office while daily business operations remained active, transforming a fragmented legacy workspace into a cohesive, branded, and fully functioning environment.

The scope required tight coordination across space planning, signage execution, vendor scheduling, and staff transition logistics under compressed timelines.

Directed workspace layout adjustments, furniture upgrades, and signage installation, aligning multiple vendors and trades across access, proofs, and final execution. Managed conference room setup, move sequencing, and space readiness while supporting leadership with internal communications and employee transition planning, keeping people, space, and timing tightly aligned throughout the launch.

Project Snapshot:

To Do	In Progress	Waiting on 3rd Party	Done
 Project Closure & Reporting	 File & E-Data Audit  Internal Announce		 Former Owner Interview  Scope & Budget Approvals
 Vendor Consolidate  Office Declutter/ Organize	 Signage Design & Install	 Lease/ Utilities Takeover  Furniture Upgrades	 Site Survey  Space Planning
 Conference room AV	 Telephony UCaaS Integration  Hardware Refresh	 Provision VPN	 Network Upgrade
 Paper File Digitization	 Marketing Announce  New Employee Training	 Insurance Carrier Onboarding	 HR Onboarding  CRM Onboarding
OUTCOME:		Launched a fully branded, occupancy-ready office in six weeks with zero disruption to daily operations.	

Let's build something beautiful and functional

“Simplicity and complexity are the same thing, or to state it in other words
—there is a point where simplicity becomes very complex.”

Richard M. Palmer: The Lighting Art

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