

RONALD C. MORSE

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EXECUTIVE ASSISTANT | STRATEGIC PARTNER TO SENIOR LEADERS

Trusted right hand with 20+ years supporting executives and principals in high-expectation environments: from C-suite boardrooms to private residences. Known for discretion, foresight, and transforming rough concepts into actionable plans, polished communications, and seamless events. A tech-forward, hands-on partner who quickly acquires new skills, maintains order, and bridges teams so leaders can stay focused on strategy and priorities.

CORE STRENGTHS:

Executive & Confidential Support

- Executive partnership and strategic support
- Confidential project support in both corporate and private settings
- Discretion and crisis response

Planning & Coordination

- Meeting and event planning, logistics, and follow-through
- Stakeholder and vendor coordination
- Document, contact, and information management systems

Research & Analysis

- Research, analysis, and briefing preparation
- Reports, presentations, and feasibility studies

Technology & Systems

- Residential office setup and AV/tech support
- Information flow, workspace organization, and operational efficiency
- Microsoft Office (Outlook, Excel, PowerPoint), Teams, SharePoint
- Project Management & Scheduling Tools
- CAD Layout/Drafting

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Executive Support and Operations Leadership

2000–2025

- Served as CEO's trusted confidant and extension of his executive brain, anticipating needs, prioritizing initiatives, and ensuring smooth execution of daily priorities.
- Supported CEO across corporate and private offices by establishing home office setups, resolving tech issues, and overseeing AV installations.
- Organized and facilitated leadership meetings, training sessions, and morale-building events, managing logistics, preparing materials, and delivering clear follow-ups.
- Turned executive concepts into clear, high-impact communications, including board-ready decks, client proposals, and marketing materials.

- Conducted research, analysis, and feasibility studies, and implemented systems to organize confidential documents, contacts, and schedules that shaped executive decision-making.
- Provided discreet, solution-oriented support during sensitive projects and crisis situations, keeping leaders focused on strategy.
- Functioned in a Chief-of-Staff capacity, translating leadership vision into operational execution and enabling growth from 3 to 62 employees across 13 offices
- Coordinated with vendors and service providers to deliver high-standard results for executive, property, and office needs.

SELECT HIGHLIGHTS:

- Directed a 5,000+ sq-ft HQ relocation with zero downtime and significant cost savings.
- Ensured seamless executive productivity across corporate and private offices by establishing home office setups, resolving tech issues, and overseeing AV installations for executive and family.

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

"His contributions spanned project management, logistics, customer service, data organization, and beyond... During Ronald's tenure, we grew from a modest three-person team to 62 employees across 13 locations in four states."

— Brian Rogers, CEO