

RONALD C. MORSE

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ADMINISTRATIVE & EXECUTIVE ASSISTANT

Polished, reliable professional with 20+ years in professional services. Trusted right hand to executives and first point of contact for clients, vendors, and visitors. Known for discretion, foresight, and clear communication. Skilled in executive logistics, project coordination, and operational support, ensuring leaders remain focused on strategy while office operations run seamlessly.

CORE STRENGTHS:

- Executive logistics & project coordination
- Reception & client-facing support
- Meeting & event orchestration
- Vendor & partner communications
- Microsoft Word, Excel, Outlook, PowerPoint
- Professional services & regulated industries

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Executive Support and Operations Leadership

2000–2025

- Supported the CEO and COO (founders) as a trusted right hand, coordinating initiatives, special projects, and executive logistics with discretion and foresight.
- Directed planning and execution for leadership meetings, offsites, and companywide events, including preparation of materials, on-site coordination, and post-event follow-through.
- Served as polished point of contact for clients, vendors, and visitors, fielding calls, greeting guests, and handling inquiries to ensure professional first impressions.
- Coordinated multi-department projects such as office relocations, system rollouts, and M&A integrations, ensuring seamless execution with minimal disruption.
- Began career as licensed sales and service agent, assisting clients with policy administration and claims, establishing long-term grounding in client service and regulated industries.
- Contributed to company growth from 3 to 62 employees across 13 offices through proactive executive, operational, and administrative support.

COMMUNITY LEADERSHIP & ENGAGEMENT

President, Brighton Court Condo Association: Leading a 37-unit community, overseeing property management, major projects, budgeting and governance.

Partner, Rippowam Labs Makerspace: Co-managed operations and training in a collaborative workspace.

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