

RONALD C. MORSE

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OFFICE ADMINISTRATOR | OPERATIONS & WORKPLACE EXPERIENCE

Dynamic and dependable office administrator with 20+ years ensuring seamless operations across multi-site offices and executive environments. Proven ability to manage facilities, vendors, IT/AV systems, and administrative functions with a hands-on, tech-savvy approach. Trusted by CEOs and senior leadership as a problem-solver who keeps offices efficient, compliant, and welcoming.

CORE STRENGTHS:

- Office & Facilities Administration | Vendor & Budget Management
- Workplace Experience | Reception & Executive Support
- Meeting, Travel & Event Coordination | Staff Onboarding & Training
- IT & Systems Oversight | Unified Communications, Cloud, Security, End-User Support
- Confidentiality & Discretion | Cross-Functional Collaboration

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Operations Analyst / Business Support Specialist (Executive Assistant to CEO)

2000–2025

- **Executive Support & Confidentiality:** Served as trusted assistant to CEO/COO for 20+ years, handling confidential correspondence, contracts, and sensitive leadership matters with discretion.
- **Meeting & Event Planning:** Planned and executed leadership meetings, offsites, and executive events, managing logistics such as venues, audio/visual setup and video conferencing tools, and supporting content and documentation under tight deadlines.
- **Calendar & Scheduling:** Facilitated executive schedules for board sessions, client negotiations, and project or space-planning meetings; ensured leadership focus stayed on strategy.
- **Property & Office Oversight:** Managed six executive-owned properties and 20+ leased offices. Led a 5,000+ sq. ft. HQ relocation with virtually zero downtime, delivering thousands in cost savings and a flagship office environment.
- **Operations & Integration:** Directed office integrations and onboarding during acquisitions; partnered with leadership to standardize SOPs, reducing onboarding from months to weeks.
- **Vendor & Cost Management:** Negotiated and coordinated vendors, contractors, and office services (supplies, cleaning, security, AV, maintenance), generating cost savings while maintaining premium standards.
- **Technology Enablement:** Oversaw IT/AV systems for 20+ offices and 60+ users. Consolidated telephony for 100 offices / 400+ users, resolving inefficiencies and ensuring smooth daily operations. Supported device setup and collaboration platforms (Zoom, Teams, RingCentral, SharePoint) for seamless hybrid work.

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

"Ronald wore many hats with expertise, enthusiasm, and dependability... instrumental to our growth from 3 to 62 employees across 13 locations."

— Brian Rogers, CEO