

# RONALD C. MORSE

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## EXECUTIVE ASSISTANT & LEADERSHIP OPERATIONS PARTNER

Executive Assistant and operations partner with 15+ years supporting CEOs and senior leaders through fast-moving priorities, organizational change, and confidential initiatives. Known for turning direction into organized workflows, preparing leaders for meetings, and keeping communication clear and actionable. Provides tech-forward executive assistance that keeps leaders productive, backed by sound judgment, discretion, and strong anticipation of needs.

## CORE COMPETENCIES:

**Executive Support & Partnership:** Priority Coordination • Briefing Materials & Agenda Prep  
Meeting Design & Follow-Through • Communication Flow • High-Judgment Decision Support

**Strategic Coordination & Workflow Management:** Project Coordination  
Presentation & Document Development • Stakeholder Alignment

**Operational & Administrative Excellence:** Process Optimization & SOP Development  
Event & Session Coordination • Vendor & Budget Support • Workplace Coordination & Onboarding

**Technology-Enabled Support:** Hybrid Meeting & AV Support • Microsoft 365 / Teams / SharePoint

## PROFESSIONAL EXPERIENCE:

**Relation Insurance Services & Stamford Insurance Group** – Stamford, CT

**Executive Support, Operations & Leadership Coordination (2000–2025)**

*Manager: Operations & IT / Operations Analyst / Business Support Specialist*

### Executive Partnership & Leadership Support

- Served as the CEO's trusted right hand for 20+ years, managing priorities, confidential initiatives, and the executive operating cadence across a multi-site organization.
- Prepared executive briefings, agendas, talking points, board-adjacent materials, and follow-up tracking to ensure clarity and alignment.
- Organized leadership meetings, client engagements, and cross-functional reviews, ensuring participants were prepared and outcomes were documented and actioned.
- Maintained communication flow between the CEO and department heads, enabling timely decisions and consistent visibility into operational and strategic priorities.
- Exercised sound judgment and absolute discretion in handling sensitive information involving HR, compliance, legal, ownership transitions, and M&A-related conversations.

### Operational Coordination & Business Support

- Coordinated multi-team scheduling, internal events, and operational logistics across 12+ offices, ensuring executives and staff had what they needed to perform.
- Managed vendor coordination, facilities needs, supplies, and workspace readiness—balancing cost control with high service standards.
- Supported HR and department leaders with documentation, reporting, employee onboarding, and cross-team execution.
- Assisted with budgeting support, invoice tracking, procurement, and contract evaluation for operational and IT initiatives.

## **Project & Integration Leadership**

- Supported cross-functional initiatives involving operations, facilities, IT, HR, compliance, and finance, keeping deliverables on track and communication aligned.
- Coordinated office relocations, space planning, and buildouts; including a major headquarters move delivered with zero downtime.
- Played a central support role in post-acquisition integrations, helping unify processes, tools, workflows, and communication standards across newly acquired teams.
- Developed repeatable processes for onboarding, workflow alignment, project tracking, and documentation that improved efficiency and reduced ambiguity.

## **Communications, Meeting & Presentation Support**

- Drafted, refined, and formatted executive presentations, reports, and reference materials used in leadership meetings and external client conversations.
- Structured meeting agendas, pre-reads, meeting notes, and action log systems that kept leaders informed and ensured consistent follow-through.
- Maintained organized digital filing systems, archives, and shared resources to support rapid retrieval and operational clarity.

## **Technology, Systems & Hybrid Meeting Support**

- Managed hybrid meeting setups, AV systems, screen-sharing, presentation tech, and in-room troubleshooting for leadership and cross-team sessions.
- Supported Microsoft 365, Teams, SharePoint, and UCaaS tools with clear, non-technical guidance that improved adoption and reduced friction.
- Ensured reliability of workflows by maintaining organized digital systems, shared drives, meeting templates, and communication structures.

## **TOOLS & SYSTEMS:**

Microsoft 365 (Outlook, Access, Teams, SharePoint) • Hybrid Meeting & AV Tools • CRM / Workflow Platforms • PowerPoint & Presentation Tools • LucidChart / Layout Tools.

## **COMMUNITY LEADERSHIP & ENGAGEMENT:**

**President, Brighton Court Condo Association:** Leads governance, vendor oversight, and major property projects for 37-unit community.

**Partner, Rippowam Labs Makerspace:** Co-managed facilities, equipment, and technical workshops.

## **EDUCATION:**

**State University of New York**

**– Purchase, NY**

*Conservatory of Theatre Arts, Design/Technology*

## **TESTIMONIAL (FROM CEO):**

*“Ronald wore many hats with expertise, enthusiasm, and dependability. He often took on complex assignments with minimal direction, transforming ideas into fully executed projects. His ability to handle both high-level strategy and detailed execution is rare and valuable.”*

*— Brian Rogers, CEO, Stamford Insurance Group*