

RONALD C. MORSE

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EXECUTIVE ASSISTANT | CREATIVE + OPERATIONS PARTNER

Executive Assistant and operations partner with 15+ years supporting CEOs and senior leaders in fast-paced environments. Known for discretion, anticipation, and translating vision into organized execution. Brings rare design-adjacent experience in space planning, layout documentation, vendor coordination, and installation execution, well-suited for creative, architecture, and interior design firms.

CORE COMPETENCIES:

Executive Support, Creative & Project Support: Calendar & Priority Management

Briefings & Agenda Prep • Confidential Communications • Leadership Readiness • Space Planning
Layout Reviews • Furniture & Materials Coordination • Installation Sequencing

Office Operations & Technology: Vendor Oversight • Procurement • Budget & Invoice Tracking
Workplace Readiness • Microsoft 365 • Teams • SharePoint • PowerPoint • Google Workspace
Adobe Creative Suite • Hybrid Meeting & AV Support • CAD / Layout

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Executive Support, Operations & Project Coordination / Operations Analyst

2000 - 2025

Executive Partnership & Systems

- Trusted right hand to the CEO for 20+ years, managing priorities, sensitive communications, scheduling, and cross-department coordination.
- Prepared executive briefings, agendas, presentations, and follow-up tracking to drive decisions.
- Exercised discretion across HR, legal, compliance, ownership transitions, and acquisitions.
- Supported executive presentations, hybrid meetings, screen-sharing, and in-room troubleshooting.
- Maintained organized digital filing systems and executive documentation libraries.

Creative, Space Planning & Office Operations

- Produced scaled floor plans, layout options, furniture placement diagrams, and signage elevations supporting full office relocations and interior updates.
- Coordinated furniture vendors, signage fabricators, installers, movers, and trades; managing quotes, proofs, lead times, and sequencing.
- Developed reception, office, and collaboration area layouts used for stakeholder approvals and vendor production.
- Delivered projects with zero downtime, improved flow, and accurate branding integration.
- Managed daily office readiness across 12+ locations, including supplies, vendors, conference rooms, and appearance standards.
- Supported procurement, invoice review, basic budget tracking, and contract coordination.
- Led move-day execution, install sequencing, and post-install punch lists.

EDUCATION:

State University of New York: Conservatory of Theatre Arts, Design/Tech

- Purchase, NY

EXECUTIVE ENDORSEMENT:

"He often took on complex assignments with minimal direction, transforming ideas into fully executed projects."
— Brian E. Rogers, CEO, Stamford Insurance Group