

RONALD C. MORSE

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EXECUTIVE ASSISTANT | OPERATIONS & EXECUTIVE SUPPORT LEADER

Executive Assistant with 20+ years supporting CEOs and senior leaders. Skilled in confidential document handling, legal and contract administration, executive partnership, and meeting/event planning. Adept at balancing competing priorities, coordinating high-stakes schedules, and ensuring seamless operations across multiple offices. Proficient in Microsoft Office Suite, Google Suite, and video conferencing technologies.

CORE STRENGTHS:

- **Executive Support:** Confidentiality, Executive Partnership & Gatekeeping, Calendar & Event Logistics, Meeting Planning & Content Development, Expense Reporting
- **Operations:** Vendor Management, Facilities Oversight, Process Improvement, SOP Development
- **Technology:** Microsoft Office Suite, Google Suite, SharePoint, Zoom/Teams/RingCentral, AV/VC & IT Project Support

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group - Stamford, CT

Operations Analyst / Business Support Specialist / Manager: Operations & Facilities 2000–2025

- Handled confidential materials, contracts, and legal documentation with discretion as a trusted assistant to CEO and COO.
- Coordinated high-priority executive schedules for board sessions, client negotiations, and M&A activities, ensuring leadership focus stayed on strategic priorities.
- Planned and executed leadership meetings, offsite sessions, and team events, managing logistics such as venues, AV/VC setup, and documentation under tight deadlines.
- Managed expense reports and vendor invoices, ensuring accuracy, compliance, and budget alignment.
- Supported hybrid and virtual meetings, managing AV/VC systems (Zoom, Teams, RingCentral) for seamless participation.
- Directed integration of new offices, including lease negotiations, compliance onboarding, and contract reviews.
- Oversaw property management for six executive-owned properties and operations across 20+ leased offices.
- Produced polished presentations, board decks, and internal communications on behalf of leadership.

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