

RONALD C. MORSE

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FACILITIES & OPERATIONS LEADER

Hands-on professional with 20+ years overseeing office operations, property support, and executive administration. Skilled in tenant/vendor coordination, workplace experience, and facilities oversight, with a proven record of keeping operations running smoothly across owned and leased properties. Known for being detail-oriented, crisis-ready, and trusted by leadership to balance administrative precision with property-level responsibilities. Hyper-local to Greenwich/Stamford and available on-site whenever needed.

CORE COMPETENCIES:

Property & Facilities

- Tenant & vendor coordination
- Lease coordination
- Move-ins/outs & space readiness
- Maintenance oversight & inspections

Administration & Compliance

- Vendor procurement & contract support
- Insurance coordination
- Documentation & file management

Workplace Operations

- Space planning & build-outs
- Renovation & relocation projects
- Workplace safety & continuity
- Emergency preparedness & crisis response

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Manager, Operations, Facilities & IT

2000 - 2025

Facilities & Property Oversight

- Directed daily facilities operations across 30+ office sites (up to 13 simultaneously), balancing lease obligations, space planning, and staff needs.
- Managed CEO/COO-owned properties (6 buildings), overseeing repairs, capital projects, tenant relations, and vendor contracts.
- Delivered renovations, build-outs, and relocations including a 5,000+ sq ft Stamford HQ gut renovation and multiple site updates, ensuring safe, functional, and branded workspaces.
- Instituted preventive maintenance cycles (HVAC, Safety, IT/AV refresh) to avoid costly downtime.

Project Leadership

- Orchestrated major office relocations with zero downtime and thousands in monthly savings, ensuring continuity of service.
- Integrated newly acquired offices: coordinated IT migrations, telecom upgrades, signage, furniture, and training, delivering fully operational sites in under 6 weeks.
- Led communications consolidation across 100 East Coast offices, eliminating routing failures and improving reporting visibility.

Vendor & Budget Management

- Negotiated contracts for projects, construction, telecom, IT, HVAC, and janitorial services, aligning vendor work with business priorities.
- Managed budgets for repair/maintenance, ensuring cost controls and maximizing ROI of property investments.
- Coordinated directly with contractors and utilities for service upgrades and compliance.

Executive Support & Cross-Functional Leadership

- Aligned real estate strategy with business growth through direct partnership with executive leadership (CEO, COO, Finance, HR).
- Acted as CEO's trusted right hand, managing crises and facility responses to keep leadership focused on strategy.
- Created and rolled out SOPs and staff training programs, raising consistency and safety standards across locations.

COMMUNITY LEADERSHIP

President, Brighton Court Condo Association: Leads a 37-unit community, overseeing property management, major projects, and governance with transparency & collaboration.

Partner, Rippowam Labs Makerspace: Co-managed a creative workspace, training members on technical skills while fostering community collaboration.

TOOLS AND TECHNICAL PROFICIENCY HIGHLIGHTS:

Facilities & Planning: CAD layout/drafting, LucidChart.

Productivity & Data: Microsoft Suite (Excel, Access, PowerPoint), Adobe Creative Suite

Systems & Admin: CRM platform admin, Unified Communications admin (RingCentral).

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology