

RONALD C. MORSE

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EXECUTIVE & OFFICE SUPPORT PARTNER

Trusted executive support and operations leader with 20+ years partnering with CEOs and senior leaders. Blend of EA, business operations, and project execution expertise that drives clarity, efficiency, and growth in fast-paced environments.

- Anticipated executive needs and enabled leaders to stay focused on growth and strategy.
- Executed cross-functional projects and executive offsites with precision and seamless logistics.
- Built systems and onboarding processes that scaled teams from 3 to 62 across 13 offices.
- Tech-savvy operator fluent in Google Workspace, Zoom, and UCaaS platforms; proven ability to quickly adopt and master new collaboration tools such as Slack and Notion.

CORE COMPETENCIES:

- Executive Partnership & Team Support | Calendar, Travel, Meeting Prep
- Cross-Functional Project Management | Event & Team Experience Logistics
- Sales & Customer Success Enablement | SOP Development, Onboarding, CRM Admin
- IT & Systems Leadership | UCaaS, Cloud, Security, End-User Support
- Relocations & Offsite Coordination | Vendor & Budget Management
- Confidentiality & Discretion | Trusted Right-Hand to CEO

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group - Stamford, CT
Operations Analyst / Business Support Specialist (Executive Assistant to CEO) 2000 - 2025

Executive & Leadership Partnership

- Served as CEO's trusted right hand, often in Chief-of-Staff capacity, ensuring foresight and discretion.
- Coordinated executive meetings, sales trainings, team-building events and offsites: equivalent in scope to revenue kickoff (RKO) and GTM alignment sessions.
- Prepared agendas, briefings, and supporting materials so executives entered key meetings with clarity and context.
- Partnered cross-functionally with sales, finance, IT, and compliance teams to translate executive vision into action.

Project & Operations

- Directed post-acquisition integrations across IT, facilities, vendor consolidation, and onboarding with zero downtime.
- Standardized SOPs and compliance workflows across sales, marketing, and finance, reducing onboarding from months to weeks.
- Built and managed CRM, licensing, and knowledge systems that enabled growth from 3 to 62 employees across 13 offices in four states.

Event, Workplace & Meeting Management

- Planned and executed leadership meetings, customer sessions, and team offsites, balancing budgets and flawless logistics.
- Delivered a flagship HQ relocation with virtually zero downtime and thousands in cost savings.
- Oversaw 20+ office environments and executive-owned properties, ensuring workspaces and events supported growth and brand standards.
- Coordinated executive travel and itineraries, aligning priorities across teams and external partners.

IT & Systems Leadership

- Directed IT infrastructure for a 12-location, 60+ employee enterprise, covering networking, security, hardware, and cloud services.
- Consolidated telephony for 100 offices / 400+ users, eliminating routing failures and enabling business intelligence reporting.

TOOLS AND TECH:

Google Workspace, Microsoft 365, SharePoint, CRM platforms, Slack, Adobe Creative Suite, CAD layout & LucidChart, Unified Communications Admin (RingCentral)

COMMUNITY LEADERSHIP & ENGAGEMENT:

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, teaching technical and craft skills while fostering collaboration.

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

"Ronald wore many hats with expertise, enthusiasm, and dependability. His initiative in creating custom software solutions improved workflows, and his rare ability to handle both high-level strategy and detailed execution made him instrumental to our growth from 3 to 62 employees across 13 locations."

— Brian E. Rogers, CEO, Stamford Insurance Group