

RONALD C. MORSE

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EXECUTIVE ASSISTANT | TECH-SAVVY OPERATIONS PARTNER

Tech-forward Executive Assistant with 15+ years of experience supporting CEOs and senior executives in fast-paced, deadline-driven environments. Known for prioritizing high-volume data and communications, preparing executives for critical meetings, managing complex logistics, and building clean tracking systems that keep leaders focused and informed. Brings exceptional discretion, judgment, and adaptability within confidential, high-visibility operations.

CORE COMPETENCIES:

Executive Communications & Prioritization • Reporting & Tracking Documents • Calendar & Scheduling Presentation, Memo & Briefing Prep • Hybrid Meeting & AV Support • Travel & Expense Coordination Confidential Information Handling • Cross-Team Coordination
Microsoft Office (Outlook, Word, Excel, Access, PowerPoint) • Teams & SharePoint

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group - Stamford, CT

Executive Support, Operations & Leadership Coordination / Operations Analyst 2000 - 2025

Executive Communications & Reporting Workflow

- Served as the CEO's primary delegated communications partner, triaging forwarded emails, redirected calls, and time-sensitive requests with independent judgment.
- Managed complex calendars, meeting logistics, conference rooms, agendas, recaps, and follow-ups across leadership teams.
- Prepared briefings, memos, presentations, research packets, and talking points for leadership, client, and internal meetings.
- Built executive tracking documents to monitor initiatives, projects, and internal updates across departments.
- Served as central operational continuity point during executive, HR, and finance absences, triaging issues, maintaining scheduling, and ensuring uninterrupted business flow.

Travel, Expenses & Administration

- Coordinated executive itineraries, tracked expenses, and supported reimbursements.
- Maintained accurate digital files, confidential records, charts, and master contact lists.

Technology-Enabled Executive Support

- Delivered hybrid meeting support, presentations, screen sharing, and real-time AV troubleshooting for leadership sessions.
- Supported executives and teams across Microsoft 365, Outlook, Teams, SharePoint, and PowerPoint environments.

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

EXECUTIVE ENDORSEMENT:

"He often took on complex assignments with minimal direction, transforming ideas into fully executed projects."

— Brian E. Rogers, Former CEO, Stamford Insurance Group