JEFF BURROWS

Project management, Risk management, Finance

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EXPERIENCE

Consultant
NCC Group

📅 2015 – Present   📍 Seattle, WA

- Project management and technical coordination for 20+ tech. clients
- Utilize agile development, iterative design, cross-team coordination
- Collect, tag, and consolidate audit evidence in ticket tracking
- Risk management and security consulting
- Plan, execute, and report on internal audit programs
- Create and review corporate security policies
- Assess and advise on state of technology infrastructure
- Generate and peer review customer-facing documents

Assistant Director, Entrepreneurship
University of Arizona

📅 2012 – 2015   📍 Tucson, AZ

- Coordinate capital infrastructure projects totaling over $2.8M over 18 months
- Create and negotiate $1.5M annual budget based on multiple fund sources
- Responsible for the stewardship of $14M in endowed funds
- Create 3-5 grant proposals per year and report progress
- Manage 5 administrative support personnel

Vice Chair & Treasurer of the Board
CITY Center

📅 2012 – 2015   📍 Tucson, AZ

- Approve annual budget of $1.4M and operational decisions
- Create and implement performance evaluation of Executive Director
- Ensure Arizona state academic standards are met

Accountant II
Ridgetop Group Inc.

📅 2011 – 2012   📍 Tucson, AZ

Peace Corps Volunteer
United States

📅 2008 – 2010   📍 South Africa

Additional experience and references available upon request

I BRING

Deep knowledge of technical project management.

Excellent communication skills.

Strong leadership experience and training.

FUN STUFF

🏃 Marathon runner

📶 Podcast enthusiast

🔌 Woodworker

💼 Avid traveler

🌲 Backpacker

EDUCATION

ISO 27001 *Lead Auditor*
PECB
📅 2016

MBA
University of Arizona
📅 2015

Accounting *Bachelor of Science*
University of Arizona
📅 2007

BUZZ WORDS

Basecamp · Agile · Scrum · Technical Writing · SQL · SDLC · git · JIRA · AWS · Docker · Splunk · SUMO · ELK · ISO · SOC2 · Bash · NIST 800 · HIPAA · Burpsuite · LaTeX · HTTP · OWASP Top 10 · TLS · Budgeting