

# JEFF BURROWS

Management, Compliance, Finance, Governance

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## EXPERIENCE

### Management/Technology Consultant

#### NCC Group

2015 – Present    Seattle, WA

- Technology roadmapping, process improvement, policy creation
- Project management and technical coordination for 30+ tech. clients
- Risk management and security consulting
- Plan, execute, and deliver 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

Strong leadership experience and training.

Excellent communication skills.

Startup experience and best practices.

## 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

- Budgeting
- Technical Writing
- Management
- Process improvement
- Roadmapping
- ISO
- SOC2
- HIPAA
- SQL
- Burpsuite
- git
- Basecamp
- OWASP Top 10
- SDLC
- TLS