

# JEFF BURROWS

Program Management, Privacy, Compliance, Consulting

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📍 Seattle, WA

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## EXPERIENCE

### Security Program Consultant

#### NCC Group

📅 2015 – Present

📍 Seattle, WA

- Security program management for 30+ tech. companies using agile
- Led privacy and security audits based on GDPR, ISO, SOC, and NIST
- SME and Technical project management for backend and platform services teams relating to privacy
- Create compliance policy and procedures
- Targeted incident response and disaster recovery assessment for process improvement
- Risk documentation, assessment, and remediation for over 20 enterprise clients
- Collect, tag, and consolidate audit evidence through ticket tracking
- Gather requirements, analyze, and provide leadership for privacy
- Generate and peer review customer-facing documentation

### 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 with leadership presentation
- Responsible for the stewardship of \$14M in endowed funds
- Drive student privacy review and assurance for 180 student records
- 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
- Ensure Arizona state academic standards are met
- Launch privacy training and awareness campaign for FERPA records

### 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

## SKILLS/TOOLS

ISO 27001

SOC2

NIST 800

HIPAA

GDPR

Project Management

Agile Scrum

JIRA

Asana

Optimizely

InVision

UX/UI

Conversion Optimization

A/B Testing

Wireframing

Specification Writing

Prototyping

Roadmapping

Data Analysis

SEO

MailChimp

G-Suite

Basecamp

Technical Writing

SQL

SDLC

git

AWS

Docker

Splunk

SUMO

ELK

LaTeX

HTTP

## EDUCATION/CERTS

### PMP

📅 2017 (Expected)

ISO 27001 *Lead Auditor*

📅 2016

### MBA

#### University of Arizona

📅 2015

Accounting *Bachelor of Science*

#### University of Arizona

📅 2007

## PERSONAL TRAITS

Excellent communication skills.

Extensive leadership experience.

Data driven and analytical.

Forecasting and cost accounting knowledge.

Pre-seed to Series-B startup experience.

## PERSONAL INTERESTS

📊 Data Analytics

🏃 Marathon running

🔪 Woodworking

🌲 Backpacking