

JEFF BURROWS

Financial Analysis, Data Analytics, Management, Consulting

@ burrows.jeff@gmail.com

☎ 425.405.5039

✉ 7503 Jones Ave NW

📍 Seattle, WA

in [linkedin.com/in/Jeff-Burrows-Seattle](https://www.linkedin.com/in/Jeff-Burrows-Seattle)

EXPERIENCE

Data Security Consultant

NCC Group

📅 2015 – Present

📍 Seattle, WA

- Management and data processing consulting for 30+ tech companies across 7 industries
- Data mapping and impact analysis for over 30 million customer records
- Risk assessment and documentation and threat analysis
- Internal audit coordination for 8 successful external audits
- Draft and revise over 250 governance policies
- Generate and peer review customer-facing documentation
- Business intelligence consulting and data visualization

Assistant Director, Entrepreneurship

University of Arizona

📅 2012 – 2015

📍 Tucson, AZ

- Maintain general ledger and cost accounting activities for business unit
- Financial planning and analysis of \$14M in endowed funds
- Create \$1.5M annual budget based with leadership presentation
- Manage 5 administrative support personnel

Treasurer of the Board

CITY Center

📅 2012 – 2015

📍 Tucson, AZ

- Approve annual budget of \$1.4M and operational decisions
- Monthly financial statement review and approval
- Track financial metrics, analyze trends, and report results to full board

Accountant II

Ridgetop Group Inc.

📅 2011 – 2012

📍 Tucson, AZ

- Design and implemented \$4M budget process including review
- Manage \$70,000 bi-weekly payroll for 25+ employees
- Prepare and present financial statements and audit results to CEO

Peace Corps Volunteer

United States

📅 2008 – 2010

📍 South Africa

Staff Accountant

Tucson Audubon Society

📅 2006 – 2008

📍 Tucson, AZ

Additional experience and references available upon request

SKILLS/TOOLS

FP&A

Cost Accounting

International GAAP Accounting

Advanced Statistics

Tableau

Power BI

SalesForce

G-Suite

MS Office

Pivot Tables

SQL

Project Management

SOX

Internal Audit

ERP

JIRA

Technical Writing

Data Analysis

General Ledger

Inventory Analysis

EDUCATION/CERTS

ISO 27001 *Lead Auditor*

PECB

📅 2016

MBA

University of Arizona

📅 2015

Accounting *Bachelor of Science*

University of Arizona

📅 2007

MS Office Suite *Master Certification*

Microsoft

📅 2015

PERSONAL TRAITS

Excellent communication skills.
Strong background in technology and FA tools.

Extensive leadership experience.
Data driven and analytical.
Pre-seed to Series-B startup experience.

PERSONAL INTERESTS

📉 Data Analytics

🏃 Marathon running

🔪 Woodworking

🌲 Backpacking