

JEFF BURROWS

Management, Compliance, Finance, Governance

@ burrows.jeff@gmail.com 425.405.5039 527 N 75th St Seattle, WA jeffburro.ws/
in linkedin.com/in/Jeff-Burrows-Seattle

EXPERIENCE

Security Consultant

NCC Group

2015 – Present Seattle, WA

- Project management and technical coordination for 20+ tech. clients
- Utilize agile development, iterative design, cross-team coordination
- 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 security compliance.

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

- Beta Gamma Sigma

Accounting *Bachelor of Science*

University of Arizona

2007

BUZZ WORDS

ISO SOC2 AWS Bash
NIST 800 HIPAA Burpsuite git
JIRA Docker Splunk SUMO
ELK LaTeX Basecamp HTTP
Kali Linux Nmap OWASP Top 10
SDLC TLS Budgeting
Technical Writing