

JEFF BURROWS

Management, Consulting, Budgeting, Leadership

@ burrows.jeff@gmail.com 425.405.5039 7503 Jones Ave NW Seattle, WA linkedin.com/in/Jeff-Burrows-Seattle

EXPERIENCE

Security Consultant

NCC Group

2015 – Present Seattle, WA

- Security program management for 30+ tech. companies
- Led privacy and security audits based on GDPR, ISO, SOC, and NIST
- Contract scoping and review for over 50 successful engagements
- Targeted incident response and disaster recovery assessment for process improvement
- Risk documentation, assessment, and remediation for over 20 enterprise clients
- Create custom contracts for non-standard technical engagements
- 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
- Lead cost accounting, payroll accounting, and accounts receivable activities
- 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 financial literacy training for board of director members

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

EDUCATION/CERTS

MBA

University of Arizona

2015

Accounting *Bachelor of Science*

University of Arizona

2007

ISO 27001 *Lead Auditor*

PECB

2016

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