

# JEFF BURROWS

Governance, Risk Management, Compliance, Consulting

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📍 Seattle, WA

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## EXPERIENCE

### Risk Management and Governance Consultant NCC Group

📅 2015 – Present

📍 Seattle, WA

- Risk assessment and governance consulting for 30+ tech. companies across 7 industries
- Led privacy and security audits based on ISO 27001, SOC2, GDPR, and NIST
- SME and Technical project management for engineering services teams
- Automate compliance evidence collection and cross-framework mapping
- Risk and compliance program road-mapping 48 months into the future
- Collect, tag, and consolidate audit evidence through ticket tracking
- Data mapping and impact analysis documentation for over 5 million customer records
- Draft and revise over 250 governance policies
- 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 SOC1/2 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

ISO 27001 *Lead Auditor*

PECB

📅 2016

MBA

University of Arizona

📅 2015

Accounting *Bachelor of Science*

University of Arizona

📅 2007

## PERSONAL TRAITS

Excellent communication skills.  
High emotional intelligence.  
Extensive leadership experience.  
Data driven and analytical.  
Pre-seed to Series-B startup experience.

## PERSONAL INTERESTS

📉 Data Analytics

🏃 Marathon running

🔪 Woodworking

🌲 Backpacking