

JEFF BURROWS

Product Management, InfoSec, Compliance, 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

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 service software teams
- Create and implement compliance policies 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 automate audit evidence through ticket tracking (e.g. JIRA)
- Gather requirements, analyze, and provide leadership for privacy
- Draft 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



EDUCATION/CERTS

MBA

University of Arizona

📅 2015

Accounting *Bachelor of Science*

University of Arizona

📅 2007

PMP - Project Management

📅 2017 (Expected)

ISO 27001 *Lead Auditor*

📅 2016

PERSONAL TRAITS

Excellent communication skills.
Extensive leadership experience.
Data-driven decision making.
Forecasting and cost accounting expertise.
Pre-seed to Series-B startup experience.

PERSONAL INTERESTS

📊 Data Analytics

🏃 Marathon running

🔪 Woodworking

🌲 Backpacking