

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

Management/Technology Consultant

NCC Group

2015 – Present Seattle, WA

- Technology roadmapping, process improvement, policy creation
- Project management and technical coordination for 30+ tech. clients
- Risk management and security consulting
- Plan, execute, and deliver 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

Strong leadership experience and training.

Excellent communication skills.

Startup experience and best practices.

FUN STUFF

Marathon runner

Podcast enthusiast

Woodworker

Avid traveler

Backpacker

EDUCATION

ISO 27001 *Lead Auditor*

PECB

2016

MBA

University of Arizona

2015

Accounting *Bachelor of Science*

University of Arizona

2007

BUZZ WORDS

- Budgeting
- Technical Writing
- Management
- Process improvement
- Roadmapping
- ISO
- SOC2
- HIPAA
- SQL
- Burpsuite
- git
- Basecamp
- OWASP Top 10
- SDLC
- TLS