

# JEFF BURROWS

Financial Leadership, Data Analytics, Management, Consulting

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📍 Seattle, WA

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## EXPERIENCE

### Consultant

#### NCC Group

📅 2015 – Present

📍 Seattle, WA

- Efficiency and data processing consulting for 30+ tech companies across 7 industries
- Data mapping and impact analysis for over 30M customer records
- Organizational risk assessment, documentation, and threat analysis
- Internal audit coordination for 8 successful external audits
- Draft and revise over 250 governance policies
- Contract creation, review, and negotiation for 27 external vendors
- Business intelligence consulting and customer data visualization

### Assistant Director, Entrepreneurship

#### University of Arizona

📅 2012 – 2015

📍 Tucson, AZ

- Coordinate capital projects totaling \$2.8M over 18 months
- Create and negotiate \$1.5M annual budget with leadership presentation
- Responsible for the stewardship of \$14M in endowed funds
- General ledger maintenance and financial record review and approval
- Manage 5 administrative personnel

### Treasurer of the Board

#### CITY Center

📅 2012 – 2015

📍 Tucson, AZ

- Approve annual budget of \$1.4M and operational decisions
- Monthly financial statement review and approval
- Track financial metrics, analyze trends, and report results to full board

### Accountant II

#### Ridgetop Group Inc.

📅 2011 – 2012

📍 Tucson, AZ

- Design and implemented \$4M budget process including review
- Manage \$70,000 bi-weekly payroll for 25+ employees
- Prepare and present financial statements and audit results to CEO

### Peace Corps Volunteer

#### United States

📅 2008 – 2010

📍 South Africa

### Staff Accountant

#### Tucson Audubon Society

📅 2006 – 2008

📍 Tucson, AZ

## SKILLS/TOOLS

FP&A

Scenario Analysis

Cost Accounting

International GAAP Accounting

Advanced Statistics

Tableau

Power BI

SalesForce

G-Suite

MS Office

Government Contracting

Pivot Tables

SQL

Project Management

SOX

Internal Audit

ERP

JIRA

Technical Writing

Data Analysis

General Ledger

Inventory Analysis

## EDUCATION/CERTS

ISO 27001 *Lead Auditor*

PECB

📅 2016

MBA

University of Arizona

📅 2015

Accounting *Bachelor of Science*

University of Arizona

📅 2007

## PERSONAL TRAITS

Extensive leadership experience.

High emotional intelligence.

Strong background in technology.

Data driven and analytical.

Pre-seed to Series-B startup experience.

## PERSONAL INTERESTS

📉 Data Analytics

🏃 Marathon running

🔪 Woodworking

🏕 Backpacking