# Jeff Burrows

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## Certifications and Education

# MBA, Finance Degree - University of Arizona: 2015

Accounting Degree - University of Arizona: 2007

Southwest Leadership Certification: 2013

Microsoft Master Office Certification: 2010

Project Management Certification - 2010

## Professional Experience

### Associate Security Consultant - NCC Group, Inc.

***2015-Present***

Risk Management and Governance Consulting based on the following security frameworks:

ISO 27001

NIST 800

HIPAA

Created and reviewed corporate policy

Assess and advise state of technology infrastructure

Generate and peer review customer-facing documents

### Assistant Director, Entrepreneurship - University of Arizona

***2012-2015***

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 back to funding agency on progress

Generate and analyze financial reports to guide business decisions and increase effectiveness

Analyze cost history and current trends to create predictive reports with 96% accuracy

Manage capital infrastructure projects totalling over $2.8 Million over 18 months

Supervise all Human Resources, Operational, and Financial aspects of center

Formalize procedures and best practices and improve general workflow

Streamline process to enable and empower center programs and goals

Performance management of 5 administrative support personnel

### Vice Chair & Treasurer of the Board – CITY Center

***2012-2015***

Approve annual budget of ~$1.4M and operational decisions

Create and implement performance evaluation of Executive Director

Ensure Arizona state academic standards are met and audit benchmarks are achieved

### Accountant II – Ridgetop Group Inc.

***2011-2012***

Manage $70,000 bi-weekly payroll for 25+ employees

Invoice and report 12 SBIR government contracts

Conduct internal audits on a monthly basis, including audit reports

Design and implemented $4 million budget process including review

Generate and analyse sales reports to guide business decisions and predict future sales

Prepare and presentation of quarterly financial statements to CEO

### Peace Corps Volunteer – South Africa

***2008-2010***

Teach 270 community college students vocational skills such as project design & management, general accounting through simulation, life skills and leadership

Design and implement various workshops and community projects with an average of 100 participants per event

### Staff Accountant – Tucson Audubon Society

***2006-2008***

Manage non-profit accounting system

GL, AP, AR maintenance and review

Maintain $30,000 monthly payroll for 15 employees

Assist in creation of annual budget totalling around $1 million annually

Report monthly financial statements to the board of directors and senior leadership