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