

ALEX HALCON

EDUCATION

May 2007 California State University Sacramento Sacramento, CA
B.S. Business Administration; Concentration Real Estate and Land Use

WORK EXPERIENCE

5/18-5/19 City of Gilroy, Community Development Department Gilroy, CA
Management Analyst

Compile data and assists in developing recommendations on the formulation of policy, procedure, staffing, and organizational changes; participates in the installation of new and revised programs, systems, procedures and methods of operation. Conduct and perform research and analyses on administrative, fiscal, personnel, and/or operational problems. Research and/or assists in the preparation, analysis, and administration of the department operating budget. Represent the City in departmental, community, and professional meetings. Responsible for managing contracts within the City. Compiles materials and prepares and/or assists in the preparation of reports. Maintain and draft contracts for department.

11/13- 5/18 City of Woodland, Community Development Department Woodland, CA
Management Analyst II

Represent the City in intra-departmental, community, and professional meetings. Responsible for managing contracts within the City. Compile material and prepare and/or assist in the preparation of reports, manuals, and publications. Assist with special projects relating to homeless initiatives, parks programs and park facilities studies. Research and/or assists in the preparation, analysis, and administration of the department-operating budget. Manage leases of city property to ensure compliance with terms. Assists in the coordination of departmental activities with departmental divisions, other City departments and outside agencies. Assists in the design and implementation of systems and forms for use in a City department or administrative office. Participate in the City Emergency Operations Center (EOC) as a member of the Planning group

9/07-11/13 City of Stockton, Economic Development Department Stockton, CA
Senior Economic Development Analyst

Implement economic development projects within the city working with neighborhood leaders, policy makers, businesses and developers; collaborate with City, County and other agencies on economic development initiatives. Hold project meetings with property owners and consultants. Draft loan documents, staff reports and resolutions for projects. Facilitate permitting process for new or expanding businesses. Attend and participate in meetings with various public and private entities as a city representative. Meet with businesses, property owners and developers regarding potential economic development projects. Establish, manage and monitor various department budgets. Manage various types of projects. Participate in Request for Proposal process and selection committees. Manage multiple economic development loan/grant programs.

COMPUTER KNOWLEDGE

Proficient in Microsoft Word, Excel, PowerPoint, Photoshop, Metroscan, Eden, Legistar