MOSTAFA JALAL

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SUMMARY

Public Service professional with 8 years of work experience in Public Sector, Economic Development, Finance, and Emergency Management. Skilled in research and analysis, with a strong ability to deliver data-driven insights that support strategic decision-making in dynamic environments.

WORK EXPERIENCE

Management Fellow, City of San Marcos **Jan 2025 - Present**
Communications & IGR, Emergency Management

First-ever Graduate Management Fellow for the City of San Marcos selected through a competitive process; program jointly funded by the City and Texas State University, modeled after the Federal Management Fellowship to develop future public service leaders. Key Achievements include:

- Coordinated emergency management and public information initiatives; helped establish the Emergency Operations Center and Family Resource Center.
- Delivered 150+ communications projects, including press releases, newsletters, social media campaigns, and creative design materials.
- Assisted in designing the City's Annual Report, ensuring accuracy and accessibility.
- Advised leadership on media relations, messaging, and public engagement strategies.
- Developed training materials for emergency management and cybersecurity programs.

Intern, City of San Marcos, TX **Jan 2023 - Dec 2024**
Economic Development

- Conducted economic and community research, informing strategic initiatives, supporting retention of more than 10 local businesses, and attracting large companies such as Buc-ee's and H-E-B.
- Managed grant programs, ensuring 100% on-time delivery of benefits to participating local entities.
- Developed data-driven reports and presentations that enhanced stakeholder communication and supported informed decision-making.
- Managed the Economic Development webpage to keep the community informed on development updates.

Instructional Assistant, Texas State University **Sep 2022 - Dec 2024**
Department of Political Science

- Assisted the lead professor with research, lectures, exams, and grading for undergraduate courses.
- Supported course preparation and student engagement through academic and administrative assistance.
- Provided departmental office support to ensure smooth coordination of academic activities.

Officer, The Premier Bank PLC **Jul 2018 - Aug 2022**
Trade Finance and Credit Risk Management

- Supported branch's overseas business, contributing to 150% of profit targets and expanding the client portfolio.
- Conducted market research and assessed client creditworthiness, providing insights into strategic decisions and secure financing.
- Ensured trade transactions complied with regulations, minimizing risk and maintaining operational integrity.

Intern, BRAC-World Largest NGO **Nov 2016 - Feb 2017**
Knowledge Management

- Assisted in developing and maintaining a digital knowledge repository, ensuring easy access to reports, case studies, and best practices across departments.
- Supported the collection, organization, and analysis of program data to improve internal knowledge sharing and project efficiency.
- Collaborated to document and share success stories across the organization.

EDUCATION

Master of Public Administration **Aug 2022 - Dec 2024**
Texas State University

- Major in Public Administration
- CGPA: 3.79/4

Master of Social Science **Jan 2017 - Jul 2018**
University of Chittagong

- Major in Public Administration
- CGPA: 3.65/4

Bachelor of Social Science **Jan 2012 - Dec 2016**
University of Chittagong

- Major in Public Administration
- CGPA: 3.40/4

KEY SKILLS

- Data Analysis and Report Writing
- Press Release & Media Relation
- Social Media Campaign
- Newsletter and News hub
- Event Management
- Photography

SOFTWARE LITERACY

- Microsoft Office Suite
- ArcGIS
- Salesforce
- MapInfo
- Google Earth
- JobsEQ
- QGIS
- Canva

LEADERSHIP ACTIVITIES

- President- TXST International Student Organization (ISO)
- Vice President-Public Administration Student Society (PASS)
- Team Lead- San Marcos Annual River Cleaning Campaign

REFERENCES

- Christian Smith, Economic Development Manager, City of San Marcos. Phone: 512.508.1088
- Kari Fontenot, Assistant to the City Manager, City of San Marcos, TX. Phone: 281.636.3389
- Dr. Howard Balanoff, Professor & Director, Texas State University. Phone: 512.694.7864