

Credit Card Reader for the Court

Successfully set up and restored the credit card reader for the Municipal Court, which had been non-functional for the past three years. The system is now operational and will streamline payment processing, making transactions more efficient and convenient for both customers and staff.

Website Management

Worked on various modules, including the Community Tab, by developing, modifying, and maintaining content to provide easy access to features such as Animal Control page, Home page etc.

Meeting with different IT Vendors

Scheduled and coordinated meetings with multiple vendors to discuss their services, business requirements, and current or potential partnerships. These meetings facilitated effective communication, enabled the evaluation of vendor solutions and offerings, and supported informed decision-making for procurement, project planning, and service management.

Financial Oversight & Contract Management

Provided administrative and financial oversight by managing purchase orders, reviewing and reconciling vendor invoices, and resolving contract discrepancies to ensure compliance with approved agreements. Additionally, coordinated and processed renewals of essential service contracts to maintain uninterrupted operational support and business continuity.

IT Helpdesk

Resolved IT helpdesk requests by troubleshooting and fixing a range of technical issues to ensure smooth daily operations.

APR: 10

MAY: 21

JUN: 07
