

IT Documentation and Password Manager

Created and organized IT documentation and configured a password manager for the City of Iowa Colony to improve system management, securely manage user credentials, and enhance overall IT security.

Website Management

Rearranged the homepage layout of the website, edited and added the website banner, organized the menu items, and updated the department webpage.

Sponsors Video

Created and produced a sponsor recognition video for the City of Iowa Colony's July 4th celebration by compiling sponsor logos, graphics, and visual content into an engaging presentation. Ensured the video aligned with the event's branding and appropriately recognized community sponsors for their support.

Meeting with different IT Vendors

Scheduled and coordinated meetings with multiple vendors to discuss their services, business requirements, and potential partnerships. Facilitated communication, evaluated vendor solutions, and supported informed decision-making for procurement, project planning, and service management.

Financial Oversight & Contract Management

Managed purchase orders, reviewed and coordinated service contract renewals to ensure compliance, uninterrupted operations, and business continuity.

IT Helpdesk

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

Total number of tickets managed in JUNE: 22
