

**PIA J. TRIVEDI**  
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Portfolio: [ptriv1/portfolio \(github.com\)](https://github.com/ptriv1/portfolio)

## SKILLS & PROJECTS

### Georgia Tech Boot Camp Projects

#### **Rotten Trailers**

[Rotten Trailers \(jeffcela.github.io\)](https://jeffcela.github.io)

Rotten Trailers is a website that allows users to search for a movie name and find the director, rating, and movie trailer on YouTube. Languages used include HTML, CSS, and JavaScript.

#### **Portfolio**

<https://ptriv1.github.io/portfolio/>

This link is to my portfolio on GitHub. Languages used include HTML, CSS, and JavaScript.

#### **Work Day Planner**

<https://ptriv1.github.io/planner/>

The planner allows users to enter appointments in a day planner, and appointments persist when the page reloads. Languages used include HTML, CSS, and JavaScript.

## Technologies

**CSS, HTML, JavaScript, Materialize.css, Bootstrap**

## EMPLOYMENT

#### **Accounting Software Company**

December 2016 to Present

##### **Client Support Representative**

- Troubleshoot A/P, A/R, and G/L financial management software issues
- Escalate software issues as needed
- Simplify software topics for nontechnical users
- Complete minor software modifications such as editing invoice styles
- Perform testing of new software releases

#### **ClickDimensions, LLC**

June 2015 to October 2015

##### **Accounting Assistant (for accounts payable and payroll)**

- Performed A/P and A/R responsibilities (more with A/P)
- Processed payroll once a month
- Assisted with onboarding process for new employees

#### **Marty I. Heller, P.C.**

December 2014 to May 2015

##### **Accounting Assistant/Junior Accountant**

- Prepared homeowners' association returns and individual tax returns
- Performed bank reconciliations
- Assisted with comprehensive review of estate assets

#### **Trivedi Enterprises, Inc.**

June 2009 through December 2014

##### **Part-time Administrative Assistant**

- Assisted with marketing spreadsheets
- Edited book published on management

## **EDUCATION**

**Kennesaw State University**, Kennesaw, Georgia

Bachelor of Business Administration with majors in accounting and finance

Graduated summa cum laude, December 2014

**Mercer University**, Macon, Georgia

Bachelor of Arts with majors in Greco-Roman Studies, Latin, and Spanish

Graduated cum laude, May 2009