

PIA J. TRIVEDI
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GitHub: [ptriv1 \(Pia T\) \(github.com\)](https://github.com/ptriv1) LinkedIn: <https://www.linkedin.com/in/ptriv1>
Portfolio: [ptriv1/portfolio \(github.com\)](https://github.com/ptriv1/portfolio)

SKILLS & PROJECTS

Georgia Tech Boot Camp Projects

Book Club Collective

<https://intense-tor-64466.herokuapp.com/>

Book Club Collective was a group project that allows users to log in, search for books, and discuss fiction and nonfiction. Technologies used include Node.js, Handlebars, 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.

Team Profile Generator

<https://github.com/ptriv1/team-profile-generator>

This link is to my code since the application needs to run in the terminal. Technologies used include Node.js and languages used include JavaScript.

Technologies

CSS, HTML, JavaScript, Materialize.css, Bootstrap, Node.js, Handlebars, MySQL

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