

Jeramy Gooden

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<https://www.2thelimit.media>

Summary

Detail-oriented Billing Data Entry Specialist with over 15 years of experience in operational efficiency and financial record management. Expert in Microsoft Excel and high-volume data entry, with a proven track record of managing \$11 million in revenue through meticulous invoice processing and reconciliation. Skilled in maintaining strict compliance auditing standards and financial reporting to ensure accuracy in complex contractual environments.

Work Experience

Inside Sales Specialist

June 2015 – Present

TEXAS DOOR & TRIM, INC., DALLAS, TEXAS

- Manage high-volume billing and data entry for a portfolio generating over \$11 million in revenue, ensuring 100% accuracy in financial records.
- Reconcile customer accounts and invoice processing cycles to identify discrepancies and resolve billing issues in a timely manner.
- Analyze sales data using Microsoft Excel to generate financial reporting for management and verify adherence to pricing contracts.
- Audit incoming orders and verify compliance with internal protocols and external vendor requirements to mitigate financial risks.

CoOwner/Video Editor

February 2009 – Present

2 THE LIMIT MEDIA PRODUCTIONS, DALLAS, TEXAS

- Perform bookkeeping and financial reporting for day-to-day operations, utilizing Google Sheets for budget tracking and resource allocation.
- Verify project deliverables against contractual compliance requirements to ensure meeting all client specifications and government contracting standards.
- Analyze operational workflows to improve data entry efficiency for project metadata and internal record-keeping systems.
- Manage invoice processing and reconciliation for vendor payments, maintaining strict financial compliance and documentation.

Video Editor

January 2011 – October 2014

SOUTHBOUND TV, DALLAS, TEXAS

- Reconciled technical metadata and project timelines for commercial broadcasts and TV shows to ensure zero errors in final transmission.
- Verified content compliance with network regulations and auditing standards for high-volume media production projects.

- Analyzed production data to optimize the billing process for post-production services and external contractors.
- Performed data entry for content management systems, ensuring all media assets were correctly cataloged for financial reporting.

Video Editor

February 2000 – June 2005

SLURRD ENTERTAINMENT, DALLAS, TEXAS

- Reconciled media logs and interview schedules to ensure accurate data capture and storage of interview assets.
- Verified accuracy of metadata for 100+ music star interview segments to maintain database integrity and audit readiness.
- Analyzed digital assets for quality control and resolved discrepancies in project documentation and invoicing.
- Collaborated on the reconciliation of production expenses for high-profile interview sessions.

Education

Associate of Arts and Sciences (AAS) in Multimedia/ Web Design

January 2011 – January 2014

RICHLAND COMMUNITY COLLEGE

Additional Skills

Financial & Billing Operations: Billing, Reconciliation, Invoice Processing, Bookkeeping, Financial Reporting, Accounts Receivable/Payable

Data Management & Technical Skills: Microsoft Excel, Data Entry, Google Sheets, ERP Software, WordPress, Content Management Systems (CMS)

Compliance & Auditing: Compliance Auditing, Financial Compliance, Government Contracting, DFTA Contractual Requirements, Home Delivered Meals Program Standards

Operational Excellence: Operational Efficiency, Data Verification, Discrepancy Resolution, System Administration

Certifications

- Operating Systems and You: Becoming a Power User - Google
- The Bits and Bytes of Computer Networking - Google
- Technical Support Fundamentals - Google
- System Administration and IT Infrastructure Services - Google
- OSHA 30 Hour Construction Industry Outreach - OSHA

Languages

- English

Honors-Awards

- Won 2nd place in 3D print design

- Won 2nd place in the Collage print design
- Won 2nd place in video