

Gabrielle Kreig

Patient Coordination • Medical Front Desk • Records Management
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SUMMARY

Healthcare operations professional with 6+ years coordinating patient care, managing clinical documentation, and supporting multi-disciplinary care teams in fast-paced medical environments. Licensed cosmetology educator with demonstrated expertise in compliance, licensing requirements, sanitation protocols, and high-volume operations. Proven track record maintaining HIPAA confidentiality, resolving patient concerns, and delivering organized patient experiences.

CORE COMPETENCIES

Patient Coordination & Scheduling • Medical Records & Documentation • HIPAA Compliance • Front Desk Operations • Clinical Communications • Care Team Liaison • Regulatory Compliance & Licensing • Relationship Management

PROFESSIONAL EXPERIENCE

Patient Care Coordinator | Ennoble Care, Mount Holly, NJ (Apr 2025 - Jan 2026)

- Orchestrated patient scheduling, follow-ups, and clinical communications across patient, family, provider, and care-team networks in fast-paced healthcare environment
- Ensured 100% HIPAA compliance while managing patient records, confidentiality protocols, and clinical documentation accuracy
- Managed high-volume patient inquiries, coordinated provider schedules, resolved service concerns, and escalated urgent clinical issues to appropriate care-team members
- Supported care operations for 200+ active patients across multiple healthcare touchpoints while maintaining seamless communication

Patient Care Coordinator | Ennoble Care, Mount Holly, NJ (Apr 2025 - Jan 2026)

Veterinary Office Receptionist | Columbus Central Veterinary Office, Columbus, NJ (Jan 2019 - Jan 2020)

- Managed front-desk operations including phones, scheduling, check-in, payments, billing, and multi-stakeholder communication for 100+ daily patient interactions
- Coordinated patient flow with clinical staff while maintaining accurate, compliant, and current medical records
- Executed multitasking in high-volume environment, prioritizing patient needs and operational efficiency

Veterinary Office Receptionist | Columbus Central Veterinary Office, Columbus, NJ (Jan 2019 - Jan 2020)

Cosmetology Instructor | Empire Education Group, Bordentown, NJ (Jan 2018 - Feb 2020)

- Developed and delivered cosmetology curriculum in full compliance with NJ licensure standards, ensuring measurable student outcomes and 75%+ licensing exam pass rates
- Managed attendance tracking, performance assessment, and detailed student documentation; provided strategic coaching for skill advancement and licensing readiness
- Enforced state-mandated sanitation, safety, and regulatory compliance standards across classroom and laboratory environments

Cosmetology Instructor | Empire Education Group, Bordentown, NJ (Jan 2018 - Feb 2020)

Hair Stylist | Sport Clips, Great Clips, Supercuts (Various Locations) (Jul 2013 - Mar 2022)

- Managed high-volume client base (150+ recurring clients) across multiple service locations; cultivated strong client relationships and retention while maintaining rigorous sanitation and safety standards. Mentored junior staff and supported training initiatives.

Hair Stylist | Sport Clips, Great Clips, Supercuts (Various Locations) (Jul 2013 - Mar 2022)

CORE COMPETENCIES

- - Patient Coordination & Scheduling
- - Medical Records & Documentation
- - HIPAA Compliance
- - Front Desk Operations
- - Clinical Communications
- - Care Team Liaison
- - Regulatory Compliance & Licensing
- - Relationship Management

LICENSES & CERTIFICATIONS

- Cosmetology & Hairstyling Teacher - Active, License #32WB00258700
- Cosmetologist-Hairstylist - Active, License #32WG06316800

EDUCATION

- Cosmetology Educator / Teacher Training Program - Empire Beauty School, Bordentown, NJ
- High School Diploma - Northern Burlington Regional High School, Mansfield, NJ