

GABRIELLA RIVAS

GVR104@gmail.com | (405) 596-4182

PROFESSIONAL SUMMARY

Highly versatile operations professional with a unique blend of executive-level administrative expertise, healthcare operations leadership, and creative production coordination. Known for exceptional organization, discretion, emotional intelligence, and composure in high-pressure environments. Proven ability to manage complex executive workflows, coordinate cross-functional teams, and deliver results with precision, clarity, and reliability.

CORE COMPETENCIES

Executive & Administrative Support • Operations & Workflow Management • Operations Coordination • High-Pressure Decision Support • Communication & Information Flow • Scheduling, Documentation & Compliance • Project & Production Coordination • Visual Storytelling & Cinematography • Logistics & Resource Management

CURRENT POSITION

Health Unit Coordinator

Integris Health Baptist | Present

Partner closely with clinical leadership to streamline daily operations, anticipate workflow needs, and proactively resolve scheduling and communication barriers.

Support physicians, nurses, and interdisciplinary care teams by monitoring workflow, prioritizing tasks, and coordinating patient flow.

Maintain precise documentation in Epic electronic health records, ensuring compliance with hospital and regulatory standards.

Triage high-volume phone communications, escalating urgent clinical issues rapidly and appropriately.

Recognized for exceptional reliability, discretion, emotional intelligence, and calm performance under pressure.

CREATIVE & MEDIA EXPERIENCE

Production Coordinator / Wardrobe

Revolution Business Services | Pilgrim Productions
Bunim/Murray Productions | Truly Original NY |
VMP Birdie | Pie Town Productions | King Street
Productions | Samuel Goldwyn Films | Thunderbird
Films | Red Clay Studios | Feature Productions |
The Ranch Productions |
2019 – 2024

Assisted producers and directors in story development, shot planning, and continuity.

Coordinated daily production operations, schedules, and logistics.

Managed releases, permits, travel, and equipment.

Managed footage organization and asset tracking for post-production.

Secured set access and supported large-scale scripted production workflows.

ADDITIONAL PROFESSIONAL EXPERIENCE

Overnight Inventory Control

Hobby Lobby | 2022 – 2023

Demonstrated reliability, precision, and independent task management.

Secretary

Top Notch Power Washing | 2018 – 2020

Managed scheduling, invoicing, QuickBooks accounting, and client communications.

EDUCATION

Bachelor of Fine Arts – Film Production (Magna Cum Laude)
Oklahoma City University

TECHNICAL SKILLS

Microsoft Office • Google Workspace • QuickBooks
Adobe Lightroom • Final Cut Pro • Camera
Operation • Lighting Design • Production Workflow
Management