

EDINA TOOLE

Portland, OR 97222|

Profile

B.A. Management and Organizational Leadership with various healthcare licenses.

Translated a book from English to Hungarian for an American educational institution who published it.

Translated Holocaust survivors' requests for restitution

Edited and proofread for a Hungarian publishing company.

Worked at a refugee camp during college in Austria as an interpreter/translator.

Volunteer interpreted for Churches, visitors, and athletes.

Languages Spoken:

Hungarian - Expert

German - Fluent

Translation and interpreting are my passion.

Experience

CERTIFIED NURSING ASSISTANT II | OHSU

- Transport biohazard and sterile scopes and biohazard instruments

- Turn over exam rooms

- Stock supplies in various Ear, Nose and Throat clinics.

- Float CNA from March

- Worked night/day shift in most areas of the Hospital

NATIONAL HOSTING ADVISOR

AFS international student exchange

ACCOUNT REPRESENTATIVE

J.C. Penney Regional Credit Center

MASTER CONTROL OPERATOR

KNMT TV 24

Education

Graduated from a private, Hungarian-German boarding high school in Germany

**BACHELOR OF SCIENCE IN MANAGEMENT AND ORGANIZATIONAL LEADERSHIP
GEORGE FOX UNIVERSITY,
PORTLAND, OREGON**

**UNIVERSITAT WIEN
TRANSLATION**

**BCTI
Office automation**

MEDICAL CODING

Penn Foster

Skills & Abilities

- ICD-10 · Documentation Review
- Medical Billing and Coding
- Fact Checking
- Medical Terminology
- Citrix
- Medical Records
- Attention to detail
- Vital Signs
- Hungarian Language
- MS Office · EPIC
- EMR Systems
- CPR Certified
- Anatomy and Physiology
- Patient Care
- Accounting
- Windows

Certifications and Licensures

Nursing Assistant 2

CPR · BLS

Certified Billing and Coding Specialist

Memberships

OSTI (Oregon Translators and Interpreters)

NOTIS (Northwest Translators and Interpreters)

NHA (National Healthcare Association)

Further certificates available upon request.

