

# Diane Hahn

## Translation

### German to English

Princess Anne, MD 21853 USA • U.S. EDT (GMT-5)

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#### SUMMARY

German to English translator of business communications in multiple subject areas and industries. Experience draws from a diverse 20-year business career in addition to translation education and experience. Native U.S. English speaker, born in Germany.

Translation experience encompasses financial reports, marketing communications, corporate communications, legal documents, contracts, operational documents, websites, presentations, proposals, articles and correspondence.

Direct industry experience in consumer products, import/export trade, government defense contracting, and investment management. Career encompassed international product development, consulting, business plan development, market research, marketing communications, business training and coaching, and capital formation. MBA in marketing and international trade. BA in information systems.

#### TRANSLATION EXPERIENCE

##### **Diane Hahn Translation - German to English**

2010 - present

(Princess Anne, Maryland)

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Translator for financial, marketing, and general business and legal documents.

##### ***Recent Projects***

- Annual Reports
- Investor and consumer information for financial products including investment funds, real estate, annuities and derivatives
- Contracts for private securities sales
- Audit reports
- Investment prospectuses
- Automotive marketing materials
- Press releases
- Sales training materials for new products
- Court decisions
- Employee benefits guide and other internal company communication

## SOFTWARE

### CAT:

- SDL Trados Studio (2009)
- SDL Trados 2007
- Transit NXT
- Across PE

### Other

- Windows 7/Microsoft Office 2010
- High proficiency in MS-Word, Excel, PowerPoint

## EDUCATION

### New York University

Professional Certificate in German-to-English Translation 2010

### University of North Carolina at Chapel Hill

MBA 1990, Concentrations in Marketing and International Trade

### Boston College

BA, Major in Information Systems 1986, summa cum laude

## MEMBERSHIPS & AFFILIATIONS

### National Capital Area Translators Association

*Membership Committee Chairperson (former), Website Manager (current)*

*Project Manager: New Association Website, Database, and Member Management System*

### American Translators Association (ATA)

*Associate Member*

## OTHER PROFESSIONAL EXPERIENCE

### Maryland Small Business Development Center

2005 – 2008

(Salisbury, Maryland)

#### ***Business Consultant***

Assisted local businesses with expansion through business plan development, marketing strategy and communications, connection to commercial lending and investment capital, and access to state and federal economic development programs.

### University of Southern Maine

2001 – 2004

(Portland, Maine)

#### ***Director, Training and Communications – Small Business Development Center***

Directed entrepreneurial training programs and marketing communications for statewide small business assistance program. Developed and delivered custom employee and management training programs for southern Maine employers.

### Coastal Enterprises, Inc.

2000 – 2001

(Economic development organization in Portland, Maine)

#### ***Business Consultant***

Assisted businesses with start-up and expansion through business plan development, marketing planning, capital formation and financing.

**The Foreside Company**

1998 – 2000

(Importer, wholesaler and retailer of home furnishings in Gorham, Maine)

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**Director of Marketing**

Responsible for all corporate and marketing communications for including annual report, press communications, wholesale and retail catalogs, sales support materials, and web site. General management responsibility for company's 6 retail locations.

**The Weston Group**

1997 - 1998

(Consumer products consulting firm in Wilton, Connecticut- division of CSC, Inc.)

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**Management Consultant**

Engagements included shareholder value seminar for European managers of an international office products manufacturer, and development of new marketing strategy for major U.S. manufacturer of marine engines.

**The Eastman Kodak Company**

1995 - 1997

(Rochester, NY)

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**Business Unit Manager & Director of Marketing, Cameras, North America**

Business unit responsibility for \$110 million camera business in the United States and Canada. Member of Worldwide Camera Management Team with colleagues from Europe, Russia, China, Latin America, and the Pacific Rim, directing product development and sub-brand strategy for camera business globally. Negotiated co-branding and licensing agreements with The Disney Company. Directed worldwide market research evaluating Kodak in the camera market.

**Black & Decker**

1990 - 1995

(Towson, Maryland)

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**Product Development and Marketing Manager (various positions and product lines)**

Directed marketing and new product development for various product lines including cordless drills, staple guns, and saw blades. Responsible for sales and profitability goals. Coordinated international new product development and launch activity in U.S. and Europe, including leadership of international product development teams. Researched and coordinated marketing plans in Germany, France, England and Italy.

Developed strategy and oversaw agency execution for national advertising campaigns. Wrote capital appropriation requests and business plans supporting investments in plant equipment for the manufacture of new products. Developed objectives, contracted and oversaw execution and analysis of market research. Led negotiations of patent licenses with outside inventors. Oversaw development of product manuals, packaging and sales collateral.

**GTE Government Systems Division**

1987 - 1988

(Needham, Massachusetts)

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**Programmer Analyst**

Computer programming in support of information systems for administration of government defense contracts.

**State Street Research & Management Company**

1982 – 1985

(Boston, Massachusetts)

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**Assistant Investment Portfolio Manager**

Managed cash asset portion of ten pension fund investment accounts. Tracked and reported on portfolio stock, bond and derivative trading activity.