

Sharon Bottom

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Methodical and autonomous, I truly appreciate the technical aspects of translation. I am responsible and results oriented, have a good working relationship with clients and communicate in French and English with ease.

SKILL HIGHLIGHTS

- **French to English translations**
- **Specialized in commercial and marketing documents**
- Rigorous and precise with strong writing skills
- Respect all deadlines given
- Strong organization skills with a sense of involvement and accountability
- Adapt quickly to all situations
- Experience with a demanding clientele
- Dynamic personality with a good sense of initiative

PROFESSIONAL EXPERIENCE

INDEPENDANT TRANSLATOR - EverythingEnglish Translations (since 2015)

Various French to English translations. Launched EverythingEnglish Translations, an independent translation agency specializing in fashion, commerce and marketing. Translations include: web sites, brand profiles, commercial presentations, product brochures, press releases and various correspondences between companies and clients. (cf www.everythingenglishtranslations.com)

ACCOUNT EXECUTIVE - ZAPA, Paris (2007 - 2015)

Responsible for all export client relations: client prospecting, orders, trade show organization, **various French to English translations (descriptive texts regarding collections, marketing operations, various communications between the brand and its clients)**

ACCOUNT EXECUTIVE - BCBG MAX AZRIA - New York (2002-2004)

Responsible for all wholesale accounts in the South East (7 states, approximately 130 clients, and an annual turnover of \$3.95 million): orders, client prospecting, managing comparable figures, organization of various trade shows

STORE DIRECTOR - NICOLE FARHI - New York (2000 – 2002)

Managed daily operations of the flagship store: 2000m2 with an annual turnover of \$3 million and team of 20. Elaborated seasonal buying budgets and effectuated seasonal store buying after analysis of current store business, client and fashion trends

AREA MANAGER - BCBG MAX AZRIA – New York (1995 – 2000)

Managed the 2 New York flagship stores: daily store operations (annual turnover \$5.1), a team of 25, all merchandising and display aspects of the stores

EDUCATION

- 1992 - 1994 Lycée Technique Clovis Hugues, Aix-en-Provence, **BTS Tourisme**
- 1991 - 1992 Institut d'Etudiants Etrangers, Aix-en-Provence, France, **langue française**
- 1989 - 1991 Mesa College, San Diego, CA., **business administration**