Zoe S. Kilduff

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EXPERIENCE

White Rabbit   Norfolk, VA
Inventory Associate   Present

United Ground Express   Norfolk, VA
Ramp Agent - Part-time.   2024-2024

Suffolk Public Schools   Suffolk, VA
Spanish Language Instructor, Scholastic Bowl Coach, & New Teacher Mentor, King's Fork High School
                                                                                        2015- 2022
Taught Pre-IB Spanish II & III, as well as IB Spanish Ab Initio; Scholastic Bowl Coach; Faculty mentor for new teachers; Coordinator of school March of Dimes campaign; MOPI trained; Co-Chair of state FLAVA Awards Committee. Helped students make a successful transition to the IB World School expectations and the general population students strive for excellence.

Hampton City Schools   Hampton, VA
Spanish Language Instructor, Phoebus High School   2009 – 2015
Taught Spanish I, II, & III

Self-Employed   Suffolk, VA
Database Management/Support   1998 – 2002
Duties:
- Created a Database for billing and collections for a local wholesale wine distributor.

Bank of America   Norfolk, VA
Credit Analyst   1996 – 2001
- Maintained accounts for commercial customers
- Ensured customer satisfaction by finding solutions to their account questions
- Created and implemented database application to ensure timely review of customer credit applications
- Developed Excel spreadsheets for departmental use
- Assisted in managing the transition of accounts resulting from bank mergers

Previous relevant job experience: Worked as a food server for Steak 'n Ale and a sales associate at Belk's in Atlanta, GA, and as a cashier at a local Italian restaurant in Waukegan, IL

EDUCATION

University of Granada   Granada, Spain
Master's Degree in Spanish Language Instruction & Culture

Old Dominion University   Norfolk, VA
Bachelor of Science

CERTIFICATES

Udemy
Certificate Course in Aviation Management Ground/Cabin Crew
Aviation: Customer Service in the Airline Industry
Aviation: Airline Customer Service Course: Aviation Industry

References provided upon request