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# Rhonda Vargo Mayfield

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## **SKILLS**

Excellent customer service skills, detail oriented, problem solver, organized, master multi-tasker, fast learner.

## **EXPERIENCE**

### **UBER executive driver**

*Charleston International Airport*

### **Logistical Coordinator of Visitors to Community**

May 2022 - present

- Accept transportation requests of visitors or packages
- Maintain excellent driving record
- Keep a clean and maintained fleet of vehicles
- Reconciliation of accounting records weekly and monthly
- Provide excellent customer service, flexibility of destination and stops

### **Robert Bosch**

*Summerville, South Carolina*

### **Shipping / Logistics Customer Service Representative**

February 2022 - May 2022

- Utilized SAP
- Maintain Drivers Log and check in/out window
- Process orders into invoices
- Print Customs documents and assign container seals
- Submit orders for Carrier assignments and Bill of Ladings
- Answer incoming calls, send faxes, emails
- Respond to all emails in timely manner
- Monitor ShipMon for late additions and expedited delivery service
- Attend daily meetings of ongoing and upcoming issues

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## **AvisBudgetGroup**

*Charleston International Airport*

### **Rental Sales Agent**

**July 2012 - March 2022**

- Process reservations, returns, exchanges, reports
- Sales of ancillary products for additional revenue
- Reconciliation of inventory report
- Nightly end of day reports
- Answer incoming calls, send faxes, emails
- Maintain clean work space

## **Haggar Menswear**

*Charleston, SC*

### **Manager Training**

**June 2006 - October 2012**

- Greet customers, process sales transactions
- Receive and process inventory
- Recover and restock sales floor
- Count register and drop daily deposits
- Perform opening and closing duties
- Maintain a clean sales floor and stockroom

## **Warren Communications**

*Summerville, SC*

*Authorized T-Mobile Dealer*

### **Store Manager**

**March 2008 - March 2010**

- Active new accounts and additional lines
- Process sales of new equipment and accessories
- Correct billing errors
- Maintain inventory
- Perform opening and closing reports
- Daily reconciliation and deposits
- Cleaning of store and back room area

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## **Stay at Home Mom**

### **Household Engineer**

**June 2002 - March 2008**

## **Westvaco**

### **Receptionist / Mailroom / Shipping Clerk**

**March 2000 - June 2002**

- Process Shipping labels for outbound packages
- Process outgoing newsletters utilizing Pitney Bowes Smart Mailer
- Pick up and drop off mail from USPS
- Sort the incoming mail, deliver to mailrooms of 4 floor building
- Nightly reconciliation of each shipping station
- Answer incoming calls, send faxes, emails
- Maintain conference room schedules and order appropriate catering
- Maintain clean work space

## **Concrete Products**

### **Accounts Receivables / Data Entry**

**July 1998 - March 2000**

- Process delivery slips into invoices for stalite blocks, pavers, or portland cement
- Nightly reports of previous days revenue from sales in the showroom
- Month end of reports on accounts and open purchase orders
- Answer incoming calls, send faxes, emails
- Maintain clean work space

## **Stay at Home Mom**

### **Household Engineer**

**March 1995 - July 1998**

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## **Hendrick Automotive Group**

### **Accounts Payable / Receivable Clerk**

**March 1990 - March 1995**

- Process invoices for payments
- Generate statements on receivable accounts
- Greet customers in Service Department
- Reynolds and Reynolds , ERA
- Complete end of month reports, reconciliation of accounts
- Answer incoming calls, send faxes, emails
- Additional coverage for title and tagging desk
- Overflow coverage for switchboard on weekends

## **Hoover Chrysler Plymouth Dodge**

### **Service and Body Shop Cashier**

**March 1989 - March 1990**

- Greet customers in Service Department
- Calculate and accept payments for repair orders
- Reconciliation of cash intake for daily report and deposits
- Complete end of month reports, reconciliation of accounts
- Answer incoming calls, send faxes, emails
- Maintain clean work space

## **Pete Olmstead Pontiac Porsche Audi GMC**

### **Accounts Payables / Service Cashier**

**Sept 1987 - March 1989**

- Process invoices for payments
- Greet customers in Service Department
- Calculate and accept payments for repair orders
- Reconciliation of cash intake for daily report
- Complete end of month reports, reconciliation of accounts
- Answer incoming calls, send faxes, emails
- Maintain clean work space

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## **EDUCATION**

**Goose Creek High School, Goose Creek, SC / Diploma**

**August 1982- June 1986**

General studies with emphasis on accounting

## **AWARDS**

C.E.O. Award/ AvisBudgetGroup - “Customer Experience Owner”

December 2012

June 2014

Several recognition letters from the Regional Manager  
and VOTC surveys

SAP

Microsoft Office

Reynolds and Reynolds, ERA

Wizard, GUI

Icam