

SARA BANG

540-383-4064

sebeth2022@gmail.com

Harrisonburg, Virginia

[LinkedIn-Sara Bang Designs](#)

[SaraBangDesigns.com](#)

PROFESSIONAL SUMMARY

Customer-focused professional with experience in client communication, scheduling coordination, service operations, and accessibility-aware UX support. Skilled in managing high-volume workflows, organizing information, supporting customer needs, and creating intuitive user-focused experiences. Experienced with Figma, usability principles, administrative coordination, and independent remote-style work environments.

SKILLS

Customer Communication • Scheduling Coordination • Calendar Management • Administrative Support • Workflow Organization • Customer Experience

Travel Planning • Itinerary Coordination • Event Coordination • Time Management • Independent Remote Work • Multitasking • Attention to Detail

User Research • Usability Testing • Accessibility Awareness • Research Documentation • User Observation

Figma • Canva • Microsoft Office • Google Docs & Sheets • Adobe Creative Suite

EDUCATION & TRAINING

- BACHELOR OF ARTS: GRAPHIC DESIGN/PHOTOGRAPHY
- 05/2013
- JAMES MADISON UNIVERSITY | HARRISONBURG
- 2012-2013 – PRESIDENTS LIST & DEANS LIST
- 3.5 GPA
- GOOGLE UX DESIGN CERTIFICATE
- FIGMA ADVANCED CERTIFICATE (UDEMY, 2024)
- UX DESIGN INSTITUTE – ACCESSIBILITY CERTIFICATE (2026)
- ADOBE CREATIVE SUITE
- MICROSOFT OFFICE

EXPERIENCE

OWNER / GROOMER — COMFY PUPS SPA

2026–PRESENT

- Coordinate scheduling, mobile service logistics, and customer communication for an in-home grooming business.
- Manage booking workflows, social media content, and customer experience.
- Organize local event partnerships and promotional outreach.

DIGITAL CONTENT CREATOR / OWNER — SIREN RELICS

2025–PRESENT

- Create branded social media content and promotional materials for an independent jewelry brand.
- Coordinate customer communication, event participation, and visual brand consistency.

DOG GROOMER — PET PARADISE LLC

FEBRUARY 2026-PRESENT

Provide one-on-one grooming services while managing scheduling flow and customer communication in a fast-paced salon environment.

- Adapt service approaches based on individual client and pet needs.
- Maintain appointment organization, workflow efficiency, and detailed service documentation.
- Build client trust through clear communication, professionalism, and customer-focused care.

DOG GROOMER — PETSMART GROOMING

2011–2026

Managed high-volume scheduling, customer communication, and service documentation in a fast-paced salon environment.

- Recognized repeatedly as a top-performing groomer for productivity, client retention, and sales performance.
- Worked independently while maintaining strong attention to detail, workflow organization, and customer satisfaction.