

EDUCATION

Master of Business Administration

December 2023

Bradley University, Peoria, IL

- **Publications:** Brown, M.P., Sondgeroth, B.A. (2023). Human Resource Management Interventions to Address Traumatic Stress and Compassion Fatigue Among Certified Nurse Aides in Institutional Long Term Care Facilities. *Journal of Organizational Psychology*, 23(3), 23-33.

Bachelor of Arts

May 2017

Monmouth College, Monmouth, IL

Major: Spanish, Graduated Cum Laude

- NCAA Division III Athlete – Track and Field
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RELEVANT EXPERIENCE

Financial Assistance Advisor

October 2021-July 2023

Bradley University, Peoria, IL

- Review student FAFSA information for changes
- Certify federal PLUS loans and private student loans from outside lenders
- Collect and review tax documents for U.S. Department of Education's FAFSA verification process
- Serve on the department's Scholarship Appeals Committee
- Collaborate with professors and other University personnel to award departmental scholarships
- Facilitate mass email campaigns through College Board PowerFAIDS for FAFSA Reminders and required loan documentation

Seasonal Remote Admission Interviewer

January 2021-March 2021

Southwestern University Office of Admission, Georgetown, TX

- Interview candidates for admission to the University and top scholarship consideration using various virtual meeting interfaces
- Complete interview reports and make recommendations to the Southwestern University admission committee

Assistant Director of Admission

July 2019 – January 2021

Southwestern University Office of Admission, Georgetown, TX

- Implement recruitment strategies as outlined in the enrollment plan in feeder markets through travel, continual contact, and relationship building with prospective students and other constituencies
- Perform in-depth secondary reviews of admission applications once they have been initially reviewed by the admission committee
- Manage an assigned recruitment territory with a \$7,000 annual travel budget
- Guide students and families through all aspects of the financial aid process, including scholarships, grants, federal student aid, and payment plans
- Present virtual, on-campus, and off-campus information sessions to provide the public with a thorough understanding of the university and its programs
- Complete regular reports using Technolutions Slate CRM
- Contribute towards achieving the University's third-largest overall enrollment in Fall 2020
- Adapt to the changes of virtual student recruitment during the COVID-19 pandemic

Admission Counselor**June 2017 – June 2019**

Monmouth College Office of Admission, Monmouth, IL

- Consistently meet with visiting families to ensure their experience at the College leaves a lasting positive impression and provide helpful customer service during their visit
 - Implement data visualization in Geopointe (Salesforce) to identify top feeder schools and influence purchasing of leads for the office
 - Manage the largest volume territory in accepted and deposited students using Salesforce CRM
 - Facilitate mass email campaigns through Salesforce CRM
 - Exceed the previous three-year average with a 32% increase in applicants and a 35.6% increase in admits
 - Launch and monitor the social media platforms for prospective students and parents
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