

Kankakee, IL  
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# NICOLE SONNEVELD

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## PROFESSIONAL EXPERIENCE

**Chicago, IL; West Texas** — *Independent Musician and Instructor*

2008 - PRESENT

- Freelance bassoonist and educator serving the Chicago metropolitan area
- Regularly performs in a variety of musical engagements including fully-staged operas and musicals, religious services, traditional symphonic concerts, and intimate chamber experiences
- Provides tailored and engaging bassoon lessons
- Notable collaborations include the River Valley Wind Ensemble, New Horizons Band, Kankakee Municipal Band, Kankakee Valley Symphony Orchestra, Fox Valley Orchestra, Wheaton College, Roosevelt University, Evanston Chamber Opera, Concordia University, Elmhurst Symphony, and a one-night orchestral engagement with the legendary classic rock band, Kansas

**Hinsdale Humane Society, Hinsdale, IL** — *Administrative Manager*

JULY 2024 - PRESENT

- Administrative coordinator across all departments with a focus on facilitating communication, scheduling, project management, and vendor relations
- Act as a general resource to the public, providing guidance on stray and lost animals, adoption questions, rehoming assistance, directing communications, and processing donations
- Grant writer, with over \$20,000 awarded in 2025's highly competitive market
- Create and maintain standard operating procedures for a number of functions in the shelter ranging from Animal Care-related tasks to software tutorials
- Train staff and volunteers on various tasks including software use, cleaning protocols, and the duties of various positions
- Manage the monthly low-cost vaccine clinics, including the preparation and scheduling as well as the day-of operations
- Maintain the employee birthday calendar, plan staff outings, and coordinate regular staff appreciation opportunities
- Created and implemented the use of inventory sheets for standard stock and the medical clinic to better manage storage with adequate stock, organized storage areas, and proper rotation techniques
- Over a six-month period, led the Marketing team through a successful website overhaul
- In December 2025, elected as the first "Employee of the Quarter" by the staff, following the execution of a successful and intense fundraising concert, "Paws and Preludes: A Candlelight Concert for Compassion," which raised over \$12,000 to benefit the shelter

## EDUCATION

**Roosevelt University, Chicago, IL** — *Master of Music in Bassoon Performance*

AUGUST 2018 - DECEMBER 2020

**McMurry University, Abilene, TX** — *Bachelor of Arts with a major in Music and minors in Music Education and English*

AUGUST 2008 - MAY 2011