

CONTACT

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Mira Road

EDUCATION

SCHOOL

HOLY CROSS CONVENT
SCHOOL, MIRA ROAD.

JR. COLLEGE

ST. ANDREWS COLLEGE OF
ARTS, SCIENCE AND
COMMERCE, BANDRA.

DEGREE COLLEGE

FR. CONCEICAO RODRIGUES
COLLEGE OF ENGINEERING
BANDRA WEST.

SKILLS

- Leadership
- Communication
- Teamwork
- Organization
- Problem-solving
- Event Planning
- Time Management
- Strong Literary Skills.
- Adaptability
- Creativity
- Attention to Detail
- Graphic Design (Canva, Photoshop)

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Marathi(Basics)

JUVANA DSOUZA

LITERARY ARTS SECRETARY AND OTHER SOCIETIES SECRETARY

PROFILE

Energetic and dedicated student with a proven track record of leadership and service. As an active member of the junior council, I have refined my skills in teamwork, communication, and problem-solving. My passion for representing and serving the student body drives my involvement in various extracurricular activities. I thrive in collaborative environments and excel in organizing events, engaging with diverse groups, and effectively communicating student concerns. Now seeking to leverage my experiences and enthusiasm as the Literary arts and Other Societies Secretary in the senior council to contribute to enhancing the student experience.

ORGANIZING EXPERIENCE

- Played a key role in organizing Euphoria, the annual college cultural fest.
- Contributed significantly to planning and executing events at Crescendo, the annual college technical fest.
- Actively coordinated activities during Athlead and Athlos, the college sports fests.
- Contributed to organizing CRMD, a national-level debate competition with over 32 participating teams.
- Utilized design skills for FragMag 2024, enhancing its visual identity and promotional materials.
- Organized literary events like Adalat and Unfinished Chronicles, fostering literary pursuits within the college community.

ACHEIVEMENTS

- Awarded for excellence in elocution competitions during my schooling years.
- Secured first place in both Mathematics and Science Olympiads.
- Won multiple drawing competitions during my school years, showcasing artistic talent and creativity.
- Served as a member of the school student council, contributing to decision-making and representing student interests.
- First-year winner in the Euphoria event "Adalat," a debate competition, showcasing persuasive communication and critical thinking skills.
- Participated in the student leadership program held by the Indian Development Foundation, enhancing leadership skills and fostering a deeper understanding of community engagement and development.
- Anchored for CRMD 2023, demonstrating effective communication and hosting skills to engage the audience and ensure the smooth flow of the event.

VOLUNTEERING

- Choreographer for NAAC cultural event, demonstrating creativity and organizational skills in coordinating dance performances.
- Class choreographer for the annual "Impulse" event for both first and second years, showcasing leadership and teamwork in directing class performances.
- Volunteer for Rotaract, actively contributing to community service projects and initiatives.
- Participated in NSS events, engaging in community service activities to contribute to societal welfare.

STATEMENT OF PURPOSE

As an aspiring candidate for the role of Literary Arts and other societies secretary at FRCRCE, I am thrilled at the prospect of leveraging my skills and enthusiasm to facilitate the annual national-level debate competition, CRMD, and contribute to curating the annual college magazine, FragMag.

With a robust background in event organization, spanning from the college's annual cultural fest Euphoria to technical fest Crescendo and sports fests like Athlos, along with my tenure as Assistant Design Incharge for the year 2023-24 and involvement in the FragMag 2024 design team, I bring a unique blend of creativity, organization, and dedication essential for this role. Additionally, my experience as the Literary Arts Head for Euphoria 2024 has enhanced my leadership and coordination skills. Engaging in event organization has not only refined my teamwork but also bolstered my leadership qualities and communication skills, enabling effective collaboration with diverse teams and participants.

My passion for fostering intellectual discourse through events like CRMD and showcasing the diverse talents within our college community through FragMag drives my interest in this role. I am committed to upholding the standards of excellence set by FRCRCE and contributing positively to its literary endeavors. Beyond my organizational prowess, I bring a personal connection to the world of literature and debate, having won elocution competitions during my school years and continuing to participate actively in debates. My ardent love for literary works and passion for reading further fuel my dedication to promoting literary endeavors within our college community.

Thank you for considering my application. I eagerly anticipate the opportunity to serve as Literary Arts and other societies secretary and make impactful contributions to the FRCRCE community.

Yours sincerely
Juvana Dsouza

COVER LETTER

Respected Principal,

I am writing to express my sincere interest in the position of Literary Arts Secretary at FRCRCE. Having been deeply immersed in the world of literature and event organization, I am thrilled at the opportunity to contribute my skills and enthusiasm to foster a vibrant literary culture within our esteemed institution.

My journey in event organization spans various facets, from orchestrating the college's annual cultural fest Euphoria to actively participating in technical fest Crescendo and sports fests like Athlos. These experiences have endowed me with a unique blend of creativity, organization, and dedication essential for the role of Literary Arts Secretary. Furthermore, my tenure as the Assistant Design Incharge for the year 2023-24 and involvement in the FragMag 2024 design team have honed my attention to detail and commitment to excellence.

As Literary Arts Secretary, I am driven by a deep-seated passion for literature and a desire to nurture intellectual discourse within our college community. My vision encompasses curating engaging literary events, such as debates and discussions, that not only showcase the diverse talents of our students but also encourage critical thinking and self-expression. Additionally, I am committed to upholding the high standards of literary excellence set by FRCRCE and fostering a supportive environment where literary enthusiasts can thrive.

Thank you for considering my application. I am eager to bring my skills, vision, and enthusiasm to the role of Literary Arts Secretary and contribute meaningfully to the enrichment of our college's literary landscape. I am confident that my background, skills, and passion align seamlessly with the requirements of the position.

Yours sincerely,
Juvana Dsouza

