

ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN

‘Elevate and Showcase’- Workshop Report

Date: 22/12/2025

Time: 2:00 pm onwards

No. of Participants: 12

Venue: Multipurpose Hall

Objectives:

1. To familiarize students with the structure and components of a professional resume.
2. To guide students in creating effective and personalized e-portfolios.
3. To develop awareness about presenting academic and professional achievements digitally.
4. To build confidence among students for job applications and interviews.
5. To provide practical career guidance through interaction with an alumna as a resource person

Reflection:

The Placement Cell of the Royal College of Education and Research for Women organized a workshop ‘Elevate & Showcase’ on Resume Writing and E-Portfolio on 22nd December, 2025. The workshop was conducted in the Multipurpose Hall and witnessed an active participation from students. The resource person for the session was Ms. Vedika Aer, an Alumna (2022–2024 batch) of the institution.

Ms. Vedika Aer began the session by explaining the importance of a well-structured resume in today’s competitive job market. She highlighted the essential components of a resume such as personal details, career objective, educational qualifications, skills, internships, certifications, and achievements. She emphasized clarity, relevance, and conciseness while drafting resumes and advised students to tailor their resumes according to job roles. The session further focused on e-portfolios, where the resource person explained how digital portfolios serve as a comprehensive professional identity. She guided students on structuring an e-portfolio by including academic records, teaching practice experiences, projects, reflections, certificates, and creative work. Practical suggestions were given on organizing content, maintaining visual appeal, and ensuring authenticity.

The interactive nature of the workshop encouraged students to ask questions and seek clarifications. Real-life examples and personal experiences shared by the resource person made the session relatable and motivating.

Learning Outcomes:

1. Students gained practical knowledge of resume writing techniques.
2. Students learned how to design and organize effective e-portfolios.
3. Awareness about digital professionalism and career readiness was enhanced.
4. Students developed confidence to present their skills and achievements.
5. The workshop strengthened students’ understanding of employability requirements.

Feedback:

Sanjana: The workshop was very informative and practical. The guidance on resume structure and e-portfolio creation will be extremely helpful for our future careers.

Neomi: The resource person explained everything clearly with examples. The session motivated us to work on our resumes and digital portfolios with confidence.

Conclusion:

The workshop “**Elevate & Showcase**” organized by the Royal College of Education and Research for Women was a valuable and enriching experience for students. Guided by alumna Vedika Aer, the session enhanced students’ understanding of resume writing and e-portfolio creation. Overall, the workshop successfully boosted students’ confidence, digital professionalism, and career readiness.

Coordinators:

Asst. Prof. Ms. Mandrita Mitra

Asst. Prof. Ms. Shaista Shaikh

Dr. Judy Grace Andrews
Principal



**ROYAL COLLEGE OF EDUCATION &
RESEARCH FOR WOMEN**

NAAC Accredited B++

Placement Cell

organises

ELEVATE & SHOWCASE

A Workshop on Resume Writing and E-Portfolio



**Resource Person: Ms. Vedika
Aer (Alumna- 2022-24)**



Date: 22-12-2025

Time: 1:30 pm onwards

Venue: Multipurpose Hall

Coordinators:

Asst. Prof. Ms. Mandrita Mitra

Asst. Prof. Ms. Shaista Shaikh

Principal:

Dr. Judy Grace Andrews

A few glimpses of the event:



