

Helena Ristevski

PERSONAL PROFILE

With a strong foundation in client relations and communication developed through premium hospitality and commercial reception roles, I bring a professional, people-focused approach to storytelling and media production. I am highly organised, calm under pressure, and thrive in dynamic newsroom or broadcast environments where accuracy, initiative, and attention to detail are essential.

I am drawn to communication for its capacity to inform, engage, and connect communities through credible and creative storytelling. I'm eager to contribute to a collaborative media team where curiosity, integrity, and strong interpersonal communication drive meaningful reporting and content creation.

EDUCATION

St. Patrick's College Sutherland (2024) - Distinguished High Achiever

- This prestigious award is presented to NSW Higher School Certificate (HSC) students who achieve outstanding results of Band 6 or equivalent and placing in the top ranks of a course across the state. It recognises academic excellence, dedication, and top performance in one or more HSC subjects.

University of Technology, Sydney

- Distinction Average
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EXPERIENCE

Zen Wellness Studios - Front Desk Receptionist/Admin

- My role involves greeting clients, managing bookings and check-ins, handling payments, and responding to inquiries via phone and online booking platforms with professionalism and care.
- Supported day-to-day studio operations, ensuring smooth communication between high-profile clients and staff.
- This role has strengthened my skills in organisation, multitasking, and maintaining a positive front-of-house presence under pressure and peak times.

Central News (UTS) - Journalist

- Pitched, researched, and wrote timely news and feature stories covering student life, events, and community issues.
- Conducted interviews, verified sources, and met tight deadlines to deliver accurate, engaging content
- Collaborated with editors and fellow writers to maintain the paper's journalistic standards and drive readership.

2SER Radio (UTS)

- Operated studio equipment for live and pre-recorded broadcasts
- Scriptwriting and voice-over delivery for on-air and podcast segments
- Demonstrated strong verbal and written communication skills under tight deadlines

Scentre Group - Front Desk Receptionist/Admin/CXA

- Served as the first point of contact for clients and visitors, providing professional and efficient support in a fast-paced office environment.
- Managed appointment scheduling, document handling, and internal communications with attention to detail and discretion.

Doltone House - Hostess

- First point of contact at high-end functions, welcoming guests with professionalism and warmth.
 - Coordinated seating arrangements, managed guest lists, and supported event logistics to ensure a seamless guest experience.
 - Developed strong communication, time management, and problem-solving skills. I also learnt the fundamentals of silver service, and event management in high-profile settings.
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KEY COMPETENCIES

- Public speaking
 - Leadership
 - Teamwork
 - Report writing and presenting
 - Critical thinking skills
 - Excellent communication skills
 - Strong interpersonal skills
 - Proactive and self-motivated
 - Exceptional organisational skills
 - Event organisation
 - Typing & Microsoft proficiency
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EXTRACURRICULARS

- Young Liberal Party Member
 - Peer Support Program (Mentor)
 - Student council
 - Debate team
 - Mooting
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VOLUNTEERING

- UNICEF Spokesperson
 - Rotary Club International Spokesperson
 - World Vision Fundraiser
 - Destiny's Rescue Fundraiser
 - Beyond Blue Fundraiser
 - Kookaburra Kidz Fundraiser
 - A Start in Life Fundraiser
 - Good Return Fundraiser
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INTERESTS AND HOBBIES

- Tennis
 - Formula 1
 - Fitness
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Full references available upon request.