

# Heather Ricarte

Possessing a unique blend of education and operational leadership, I'm skilled in project execution, cross-team coordination, and policy development.



## Qualifications

- Managed project resources (budget, personnel, materials), mitigated risks, and ensured timely project execution.
- Cultivated long-term partnerships with professional and local stakeholders for program support.
- Coordinated interdepartmental teams to streamline workflows and meet strategic objectives.
- Authored technical proposals and grants; maintained standards for all internal and external communication.
- Provided transparent leadership; skilled in complex problem-solving and task prioritization.
- Leveraged new and evolving technology to create accessible learning modules, boosting program reach and engagement.

## Work Experience

### Teacher-Librarian | 2004-2024

Highline Public Schools, Burien WA

## Education

### MS in Elementary Literacy | 2008

Walden University, Minneapolis, MN

## Technical Skills

Typing Speed: 55 wpm

Google Workspace, Microsoft 365

JavaScript, Node.js, VS Code

HTML5, CSS3, Sass

Figma, Canva

## Certifications

### Software Engineering | August 2026

CareerFoundry

### Google UX Design Specialization | April 2025

Coursera

## Contact

**Mobile:** 206-605-7443

**Email:** ricarte.heather@gmail.com

**Portfolio:** <https://heatherr206.github.io/HR-portfolio-website/>

**GitHub:** HeatherR206

**LinkedIn:** heather-ricarte