

ERIKA COWAN

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<https://erikacowan.github.io/Portfolio/>

TECHNOLOGY-DRIVEN EDUCATION LEADER

Instructional technology leader with a proven record of aligning digital systems with instructional goals to enhance teaching, learning, and operations. Experienced in leading cross-functional projects, coaching educators, and optimizing educational platforms to support data-driven decision-making. Known for improving system efficiency, enabling scalable automation, and driving strategic initiatives across K-12 environments.

PROFESSIONAL EXPERIENCE

Lewisville High School Killough

Jul 2024 - Present

Educator

Lewisville, TX

Lead CTE instruction in business, marketing, and technology. Designed and implemented automated systems for grading, progress tracking, and certification readiness. Mentor new teachers through full curriculum design and LMS implementation. Lead campus wide digital learning initiatives and professional development focused on system efficiency, data use, and workforce-aligned instruction.

- Increased grading efficiency by 25% through Canvas automation
- Achieved 91.2% industry certification pass rate across all courses
- Enhanced student progress tracking with custom dashboards, leading to more timely interventions and improved student outcomes
- Strengthened school-community communication through a branded team website with automated updates

Gilbreath-Reed Career and Technical Center

Jul 2023 - Jul 2024

Educator/TATF Liaison - District Leadership

Garland, TX

Led CTE instruction in dual credit Accounting and Finance while supporting districtwide SIS automation and staff training. Design systems to streamline student data workflows, reduce administrative burden, and improve reporting accuracy. Drive instructional alignment by training educators on SIS tools, compliance protocols, and digital practices that support operational efficiency and student outcomes.

- Earned Outstanding Educator award; ranked #2 in Texas at the 2024 Microsoft Office Specialist U.S. Championship
- Reduced SIS errors and improved attendance by 40% through a custom database solution
- Increased student data processing efficiency by 30% through automated workflows
- Led district training on SIS integration and compliance strategy for cross-campus staff
- Developed reusable SIS support materials to accelerate onboarding and improve data quality

Irving Independent School District

May 2022 - Jul 2023

Analyst/Programmer

Irving, TX

Served as a districtwide systems programmer and report writer, supporting HR, Finance, and Student Information Systems. Designed and deployed custom integrations, data pipelines, and automated workflows across Munis, eSchoolPlus, Cognos, and other core platforms. Engineered scalable solutions to meet compliance, reporting, and operational needs. Led system configuration, reporting infrastructure, and cross-platform interoperability to ensure real-time access and data integrity for district leadership.

- Automated HR and finance reporting tasks, reducing turnaround time by 35%
- Replaced manual entry processes with custom SQL-based reports, cutting errors and effort by 50%
- Improved data consistency across SIS and HR systems by streamlining reporting workflows
- Enhanced reporting infrastructure, increasing report load speed by 60% and improving audit readiness
- Resolved data discrepancies affecting PEIMS and TSDS submissions, ensuring 100% on-time compliance
- Standardized executive reporting templates, saving 10+ hours per month in manual prep for leadership

Irving High School

Sep 2020 - May 2022

Educator

Irving, TX

Led instruction in business and technology pathways, delivering industry-aligned content through project-based learning and certification preparation. Drove instructional innovation across CTE courses by developing automated systems for grading, attendance, and certification tracking. Built tools to improve CCMR data accuracy and reduce manual reporting. Led classroom-level adoption of digital workflows to support certification prep and instructional efficiency. Advised DECA and National Technical Honor Society, advancing student leadership and competitive outcomes.

- Achieved a 90% industry certification pass rate across all courses
- Automated certification uploads, reducing manual entry by 80%
- Built a scannable attendance system, increasing accuracy and cutting admin time by 50%

Fleur De Lis Energy, LLC

Property Accountant & SAP Systems Administrator

Feb 2020 - Sep 2020

Irving, TX

Managed SAP financial systems supporting revenue accounting, asset integration, and data governance for over 20,000 ownership records. Built automation tools to streamline reporting, improve data accuracy, and reduce manual labor. Led configuration of core financial elements and oversaw end-to-end system updates for large-scale acquisitions. Provided technical guidance and training to internal teams on SAP processes, compliance, and reporting standards.

- Integrated a \$1B asset into SAP within 90 days with zero disruption to financial operations
- Automated internal reporting, improving efficiency by 40% and reducing manual errors by 20%
- Reduced monthly close cycle by 25% through optimized data workflows
- Trained cross-functional teams on SAP usage, increasing reporting accuracy and system adoption
- Developed ACH/W9 tracking system in SAP, saving \$100K+ annually in labor costs

Maverick Fitness

Staff Accountant

Mar 2018 - Feb 2020

Frisco, TX

Oversaw accounting operations and system setup during regional expansion of Orangetheory Fitness studios. Managed payroll, GL reconciliation, and vendor payments while configuring financial systems to support multi-entity operations. Built scalable workflows to reduce processing time, minimize errors, and improve visibility across locations.

- Integrated 30+ new studio entities into accounting systems, enabling centralized reporting and eliminating reconciliation delays
- Automated journal entries and AP processes, cutting monthly processing time by 40% and reducing posting errors by 60%
- Built multi-location financial reporting structure, improving executive visibility and accelerating close cycle by 3 days

EDUCATION

Texas Woman's University

Master of Teaching, Leadership, & Collaboration

2021 - Aug 2024

Denton, TX

- **GPA:** 4.0

Franklin University

Bachelor of Science in Accounting

2017 - Dec 2019

Columbus, OH

- **GPA:** 3.81
- **Achievements:** Magna cum Laude Graduate, Member of Presidents List

CERTIFICATIONS

- **Texas Educator Certificate:** Business and Finance: Grades 6–12
- **Google Certified Trainer :** 2024
- **Google Analytics :** 2020
- **Microsoft Office Specialist:** Excel (2013, 2016, 2019) Word (2016, 2019)
- **Business Administration Technical Certificate :** 2018

TECHNICAL SKILLS

- **Automation & Workflow:** Visual Studio, Google Apps Script, Script Automation, Workflow Design, Certification Tracking Systems, Report Scheduling, Cross-System Data Mapping, Python (basic scripting)
- **Data Management & Reporting:** Audit-Ready Reporting, Cognos, Crystal Reports, CSV Automation, Data Validation, Looker Studio, PEIMS Edit+, Power BI, SQL Server, SSRS, SFTP, Tableau
- **Instructional Technologies:** Branching Minds, Canvas LMS, ClassLink, Edugenuity, Eduphoria, Eduthings, Frontline (Professional Growth, Absence Management), Google Classroom, Google Meet, Home Access Center (HAC), Laserfiche, Nearpod, Seesaw, SpedUP, SuccessEd, Teacher Access Center (TAC), TSDS PEIMS, Zoom
- **Productivity Tools:** Adobe Creative Cloud (Acrobat, Illustrator, InDesign, Photoshop, Premiere Pro, XD), Canva, Google Workspace (Docs, Forms, Sheets, Slides), Microsoft 365 (Access, Excel, OneDrive, Outlook, PowerPoint, SharePoint, Teams, Word), Monday.com, Notion
- **System Administration & IT Support:** Access Controls, Active Directory, Backup Management, DNS Management, Device Management, Firewall Rules, Google Admin Console, Group Policy Management, IP Configuration, Remote Troubleshooting, Server Configuration, SMTP Configuration, Software Deployment, User Provisioning, VPN Setup, Windows Server
- **Systems Integration:** API Integrations, Azure, Frontline, Kronos, LDAP, Munis (Payroll, HR/Personnel, General Ledger, Budget Prep, Accounts Payable, Accounts Receivable, TCM, ESS, HCM), Paylocity, PowerSchool, QuickBooks, SAML, SAP (ERP & Financials), Salesforce, Skyward, SSO