

Lisa M. Rollan

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SKILL HIGHLIGHTS

- Twenty-three years of experience working on project development and management with senior level executives.
- Experience in planning and coordinating small to large events for public, private and corporate clients.
- Fourteen years of experience in federal and state programs related to workforce and economic development.
- Strong analytical and planning skills, combined with the ability to coordinate multiple efforts to achieve organizational goals.
- Proficient in Microsoft Office products such as Microsoft Word, PowerPoint, Outlook and Excel.

PROFESSIONAL EXPERIENCE

Alabama Community College System (ACCS) –

July 1, 2019 - Present

Instruction, Research, and Development Division, Montgomery, AL

Grants Coordinator –Support the Vice Chancellor of Instruction, Research, and Development with identification of grant sources, assessment of proposed projects, research and analysis of data, development of project budgets and writing of grant applications as well as post-award activities related to grant monitoring, financial management, performance reporting, guidance on grant compliance and other administrative functions related to grant management and oversight.

- Research and collaborate with personnel from different divisions of the system office and community colleges, state agencies, and community organizations for the purpose of securing funding for proposed projects. Some of those projects include but not limited to:
 - \$1.3 million Delta Regional Authority grant awarded to Wallace-Selma Community College in 2022.
 - \$2 million National Telecommunications and Information Administration Connecting Minority Communities grant awarded to Trenholm State Community College in 2023.
 - \$3 million Alabama Weatherization Assistance Program Technical & Training Coordinator project in 2023.
- Develop grant applications and related documents such as budgets, budget narrative, etc. as part of the pre-award process for grant submission.
- Work closely with Fiscal Division to ensure grants funds are received, expended, and accounted for according to all applicable state, federal and grantor guidelines.
- Serve as a liaison between ACCS and grantor regarding implementation of grant activities.
- Develop forms, processes, procedures, and policies to support implementation of grant activities per the respective terms and conditions and applicable state, federal, and grantor guidelines.
- Provide training to sub-recipients with processes, software, etc. related to grant implementation.
- Administer grant functions such as:
 - Preparation and submission of modifications such as statement-of work, budget, signatory, no-cost extension, etc.
 - Development and submission of required performance reports based on established timelines.
 - Collection, maintenance, and assessment of participation data.
 - Guidance regarding applicable state, federal and grantor policies and procedures.
- Assist ALAMAP Project Director with the implementation of the \$12 million United States Department of Labor Employment and Training Administration grant focused on scaling apprenticeships. These duties include activities related to administrative, financial, and programmatic activities.
- Worked with Alabama STRONG Project Coordinator with the implementation of \$1.75 million Appalachian Regional Commission Partnership for Opportunity and Workforce and Economic Revitalization (POWER) grant focused on assisting communities and regions impacted by job losses in the coal mining industry. These duties included activities related to administrative, financial, and

programmatic activities. Served as project coordinator during the last six month before expiration of grant due to personnel departure.

**Prattville Area Chamber of Commerce –
Economic Development, Prattville, AL**

August 2016 – June 30, 2019

Economic Development Project Manager – Provided direct support to Economic Development Director in the recruitment and retention of new and existing business and industry in industrial, retail and commercial sectors.

- Conducted research and analysis for industrial, retail and commercial projects using software and resources such as IMPLAN, Alabama Labor Market Data, On the Map, and various other related software and data tools.
- Assisted in the preparation and submission of project request for information and inquiries from various entities and/or organizations.
- Created and maintained various reports tracking project activity, industry visits and other related facts, figures, and forecasts.
- Served as liaison between City of Prattville and Central Alabama Regional Planning and Development Council for Economic Development Administration \$5.9 million grant for City of Prattville and Autauga County Road and Bridge Project.
- Developed marketing materials to promote Prattville/Autauga County area and its local industrial, retail and commercial sites and opportunities.
- Coordinated and scheduled industry training sessions such as leadership and workplace behaviors courses as part of the Chamber professional development offerings.
- Promoted Prattville/Autauga County at meetings, conferences, and other networking events as a site location for industrial, retail and/or commercial development.
- Maintained land and building inventory on both economic development site and Economic Development Partnership of Alabama's (EDPA) AdvantageSite.
- Tracked and coordinated the recertification of industrial parks as AdvantageSite through EDPA. Obtained recertifications for both Interstate Business Park and South Industrial Park.
- Planned and coordinated meetings, announcements, special events and other economic development activities including but not limited to:
 - Alabama Launchpad state entrepreneurial competition involving approximately 200 attendees from across the state.
 - Manufacturing Day spotlighting local industry through career awareness for 11th and 12th graders attending the Autauga County Technology Center.
 - Served on Planning Committee for Economic Development Association of Alabama 2018 Regina Pickron Economic Development Summit in Orange Beach, AL.
 - Annual Regional Appreciation Dinner involving approximately 75-100 attendees over a four-county area.
 - James Hardie Building Products, MRaine Industries, LLC, Alabama Department of Public Health, ALDI, Harbor Freight and Piggly Wiggly announcements and/or groundbreaking ceremonies.
- Assisted local business and industry with workforce and training needs through utilization of local, state and federal resources available. Some examples include, but not limited to:
 - Wrote two Existing Industry Training Grants for Fras-le North America totaling \$30,000 for maintenance skills upgrade and lean manufacturing principles.
 - Assisted International Paper with securing local testing site for hiring process.
 - Coordinated and implemented certified nursing assistant training program in partnership with Trenholm State Community College to provide a pipeline of potential certified applicants for local healthcare facilities.
 - Continued discussions with local manufacturers to identify grant opportunities for skills upgrade of existing employees.
- Attended Prattville City Council, Autauga County Commission and other related meetings pertaining to planning, zoning and historical ordinances and approvals impacting development projects.

**Alabama Department of Commerce –
Workforce Development Division, Montgomery, AL**

September 2015 – July 2016

Regional Workforce Council Liaison – Assisted regional workforce councils one, four and seven in all functions related to workforce development as part of a continuous improvement model.

**The Governor's Office of Workforce Development/
Alabama Community College System (ACCS) –
Workforce Development Division, Montgomery, AL**

July 2014 – August 2015

Workforce Development Liaison – Assisted the Workforce Development Division with projects related to career and technical education, workforce development and incumbent worker training as well as serve as an ambassador for workforce development councils in regions one, four and seven.

September 2011 – June 2014

Industrial Engineering Technology Project Manager – Directed the day-to-day operations of a \$4.9 million U. S. Department of Labor grant focusing on Industrial Engineering Technology skills sets in southwest Alabama.

October 2008 – September 2011

Administrative Assistant – Provided administrative support to the Director of Workforce Development and Associate Director of Business and Education Services. Assisted with the day-to-day operations of ongoing state and federal funded projects.

Colonial Brokerage, Inc., Montgomery, AL

January 2004 – September 2008

Marketing Coordinator – Coordinated internal and external marketing projects and campaigns to increase visibility of products and services as well as market penetration and retention over a five-state area.

The McWhorter Group, Inc., Montgomery, AL

April 2000 – September 2003

Executive Administrative Assistant - Assisted the President in coordinating lobbying and public relations efforts for numerous clients with diverse interests.

EDUCATION/CREDENTIALS

Leadership Institute Certificate, Fall 2018, Economic Development Association of Alabama

Applied Economic Development Honors Program, May 2018, University of Alabama, Tuscaloosa, Alabama

Leadership Autauga County, May 2018, Prattville, AL

Intensive Economic Development Training Course, September 2016, Auburn University, Auburn, AL

Master of Public Administration, August 2004, Auburn University Montgomery, Montgomery, AL

Certificate in Non-Profit Management, Spring 2003, Auburn University Montgomery, Montgomery, AL

Bachelor of Science in Psychology, May 2000, Auburn University Montgomery, Montgomery, AL