

Curriculum Vitae

ARLENE MARTIN-NORMAN
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Contract: Workplace Consultant

Current: Independent Consultant – Healthier Future Consulting Services	2011- Present
Past: Contract Local Coordinator, Greenheart Exchange Programs	2019 -2020
Past: Adjunct Instructor –Davidson County Sheriff’s Office	2016-2017
ESL Coordinator – Davidson County Sheriff’s Office	2011-2018
Retired – State of Tennessee Department of Children’s Services	1992-2014

Duties & Responsibilities: Trainer & Facilitator, Administrator, Supervisor & Investigator

Volunteer Involvement:

Citizen Activist, Tennessee Healthy Workplace Act	Current
TN Coordinator, 21st Century Dignity in the Workplace Dignity Together	Current
President, TN Delta Parliamentarian Unit	Immediate Past
Vice President, Middle TN, TN State Employees Association	Immediate Past
Community Activist, Nashville Organizing for Action and Hope (NOAH)	Past
Parliamentarian, Nat’l Hook-up Black Women (Nashville Chapter)	Past
Vice President- Davidson Chapter TN State Employees Association	Past
Secretary, TN Delta Unit Parliamentarian	Past
District 6, Director, TSEA	Past
Executive Committee, NAACP	Past
Urban League of Middle TN	Past

Education:

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13 th Annual International Conference on Workplace Bullying & On-Site Conference 3-day , San Diego,CA	2022
UCLA Extension & National Organization Workforce Diversity Certification - 6-Weeks – Extension Course, Nashviller,TN	2015-2015
International Conference on Bullying Nashville, TN	2014
Workplace Bullying Institute University Certification – Trainer/Facilitator: Adult Bullying in the Workplace, Bellingham, WA	2012
Tennessee Foreign Language Certification to Teach English as a Second Language	2007-2008
Cumberland University Master of Science: Public Service Management	1998- 2000
University of Wisconsin Bachelor of Arts: Political Science & Organizational Communication	1974 -1979
Training in Diversity:	
DCS Employee, Immigrant Families In The Public Welfare System	2013
Attendee, Unlearning Racism, Scarritt Bennett Center By Lee Mun Wah, Leading National Trainer in Diversity	2007 - 2007
DCS Employee, Respectful Workplace, Dept. of Personnel Trained For Manager & Staff	2005 – 2010
DCS Employee, Winning Balance, Dept. of Personnel Trained For Manager & Staff	2005 - 2010
Professional Affiliations:	
Nashville Chamber of Commerce Member	Present
Tennessee Delta Unit of Parliamentarians President, Immediate Past	Present 2022-2023
Tennessee State Employees Association Vice Pres. - Middle Regions. Immediate Past	2021 – 2023
Middle Tennessee Society Human Resource Management	2019 – 2023

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Professional Member

National Small Business Chamber of Commerce 2021 - 2021

Workshops Facilitated:

Electronic Introduce Speaker & Monitor Q & A / Chat 2023 “
“Climbing to New Parliamentary Heights” , National Association
of Parliamentarians, District Three Online Training

Virtual Facilitator: Robert’s Rules of Order 101 2021
Davidson County Community Group, Nashville, TN

Virtual Moderator: The Samaritan Voter Webinar 2020
Returning Citizens Suffering From Disenfranchisement & Mass Incarceration
Hosted by UVO System Disrupter / Re-entry, Nashville, TN

Virtual Moderator: Robert’s Rules of Order 101 2020
Entrepreneurship Junior Board, Nashville, TN

Facilitator: What Parents Need to Know about Bullying 2017
Cole Elementary Family Resource Center, Nashville, TN

Co-Presenter: Bullying in Elementary Schools 2016
Hispanic Family Foundation: Youth Groups, Nashville, TN

Co-Presenter: Bullying in Middle Schools 2016
KIPP Charter School, Nashville, TN

Presenter: Tennessee Healthy Workplace Act 2015
Nashville Public Library, Main, Nashville, TN

Presenter: Update on the Tennessee Healthy Workplace Act 2015
Higher Education Chapter of TSEA, Univ of Memphis, Memphis, TN

Presenter: Update on the Tennessee Healthy Workplace Act 2015
Forked Deer Chapter of TSEA, Jackson, TN

Presenter: Bullying 2015
Queens of Hearts Youth Group, Nashville, TN

Presenter: Youth Athletics & Bullying 2015
RMG, Nashville, TN

Panelist: Lunch & Learn: TN Healthy Workplace Act 2015

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American Society of Public Administration, TSU, Nashville, TN

- Guest:** Common Cent: Radio Talk Show (WFSK 88.1) 2015
Fisk University, Nashville, TN
- Presenter:** TN Healthy Workplace Act 2015
Social Equity Conference, TSU, Nashville, TN
- Presenter:** How to prevent Adult Workplace Bullying 2015
Forked Deer Chapter TSEA, Jackson, TN
- Presenter:** “TEEN SUMMIT”: Stand-Up: Stop Bullying 2014
Nat’l Hook-up Black Women, Nashville, TN
- Presenter:** Together We Can Stop Bullying 2014
Athletic Dept., Cumberland Univ., Lebanon, TN
- Co-Facilitated:** Overview: Healthy Workplace Act 2014
TSEA - Annual Representative Assembly, Murfreesboro, TN
- Presenter:** How to Prevent Adult Bullying in the Workplace 2013
Davidson Chapter (TSEA)
- Presenter:** Impact of Adult Bulling in the Workplace 2013
Shelby Chapter (TSEA Memphis, TN)
- Presenter:** Impact of Adult Bullying in the Workplace 2013
Tennessee State Employees Association – RA, Franklinton
- Presenter:** Impact of Adult Bullying in the Workplace 2012
Tennessee Conference on Social Welfare – Fall, Nashville, TN
- Presenter:** Adult Bullying In the Workplace 2012
Aging Commission of the Mid-South, Memphis, TN
- Presenter:** Adult Bullying In the Workplace 2012
Tennessee Conference on Social Welfare – Spring, Nashville, TN
- Presenter:** Adult Bullying In the Workplace 2011
Tennessee Conference on Social Welfare –Fall, Nashville, TN
- Presenter:** Bullying In the Workplace 2011
TSEA – Davidson Chapter, Nashville, TN
- Presenter:** Title VI & Title VII does not cover All Harassment 2010
Metro School, Nashville, TN

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Presenter: Title VI Annual Training 2005
Davidson County CSA Employees, Nashville, TN

Presenter: Title VI Training Foster Parents: Foster, Adoptive and Kinship 2005
Kinship Care In-Service, Chattanooga, TN

Presenter: How to Recognize Abusive Relationship for Teenagers 2004
Impact, Nashville, TN