



CHARBEL J. SALLOUM

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WORK EXPERIENCE

HUMAN RIGHTS WATCH

Senior Research Assistant	01/2019 – present
Digital Investigations Lab Fellow	09/2022 – 12/2022
Research Assistant	07/2016 – 12/2018
Research Intern	06/2015 – 12/2015

- Completed in-depth research assignments and provided research support for press releases and investigative reports.
- Interviewed – remotely and in person – 500+ witnesses and survivors of human rights abuses in the MENA region.
- Used open-source research tactics and tools to collect, preserve, and verify evidence of human rights violations.
- Completed courses and workshops related to satellite imagery analysis, geolocation, chrono-location, and data analysis.
- Deployed a research activity log to securely retain testimonial accounts and generate quantitative reports and analytics.
- Designed a dynamic visual research dashboard to track and report performance and progress with Microsoft Power BI.
- Automated the categorization of a massive war photoset using a metadata extractor add-on (Excel's KUTOOLS).
- Wrote drafts of press releases, letters, annual world report chapters, incident briefs, and open-source research memos.
- Proofed and formatted publications prior to release and published final versions through content management systems.
- Relayed letters to government and security agencies, including meetings requests and access and information requests.
- Scheduled, organized, and participated in human rights advocacy meetings with senior government officials in Lebanon.
- Maintained a local press correspondence database and carried out media outreach activities ahead of press conferences.
- Monitored local and international media outlets and automated roundups of news articles and reports with RSS feeds.
- Shortlisted, recruited, and mentored office interns and represented the organization in career fairs in local universities.

INTERSOS

Reporting Associate	01/2016 – 06/2016
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- Prepared weekly, monthly, and quarterly project performance reports by gathering and compiling progress data.
- Optimized internal tracking tools and databases with data entry validation rules and refreshable pivot tables.
- Developed a field activity log workbook capable of aggregating and benchmarking activities and service delivery.
- Introduced dynamic data visualization dashboards to automate importing graphs and progress charts into reports.
- Migrated case management databases online and configured remote access during a trial phase through Knack.com.
- Ensured timely reporting of all activities on donor's online information system platforms (UNHCR's Activity Info & RAIS).

EDUCATION

AMERICAN UNIVERSITY OF BEIRUT

Bachelor of Arts {Second Degree; With Distinction}	12/2013 – 02/2015
Major: Public Administration; Minor: Social and Political Thought	

Bachelor of Arts {First Degree}	09/2010 – 12/2013
Major: Political Studies; Minor: Philosophy	

SKILLS & LANGUAGES

Microsoft 365 (Word, PowerPoint, Advanced Excel), R / RStudio, Microsoft Power BI, Tableau, Knack, LibreOffice, QuickBooks, Adobe (Photoshop, Illustrator, & Premiere), GIMP, Sony/Magix Vegas Pro

Fluent in **Arabic** and **English** / Conversant in **French** and **Armenian**