CHARBEL JOSEPH SALLOUM

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WORK EXPERIENCE

HUMAN RIGHTS WATCH / List of research contributions and work and design samples available here: https://charbelsalloum.github.io/hrw/

Senior Officer, MENA Division	**07/2023 – currently**
Digital Investigations Lab Fellow	**09/2022 – 12/2022**
Senior Research Assistant	**01/2019 – 06/2023**
Research Assistant	**07/2016 – 12/2018**
Research Intern	**06/2015 – 12/2015**

- Completed in-depth research assignments and provided research support for 75+ investigative reports and publications.
- Interviewed – remotely and in-person – 550+ witnesses and survivors of human rights abuses in the MENA region.
- Deployed a research activity logbook to securely retain and manage testimonial accounts and evidentiary records.
- Used open-source research tactics and tools to fact-check, collect, preserve, and verify evidence of rights violations.
- Completed geolocation, chrono-location, and data analysis projects, and provided satellite imagery analysis assistance.
- Designed research analytics dashboards to map contact networks and monitor progress with Microsoft Power BI.
- Developed an automated product tracking system to trace divisional output with Power Automate and SharePoint.
- Constructed a divisional intranet site with automation flows to optimize knowledge and information management.
- Launched a newsletter email series, with custom videos, to circulate guides and announce new features and tools.
- Overhauled 3 press correspondence databases, organized 6 press conferences, and led local media outreach activities.
- 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.
- Coordinated with authors, reviewers, and translators to publish final products through content management systems.
- Relayed 300+ letters to government and security agencies, including meetings requests and information requests.
- Scheduled and organized human rights advocacy meetings with senior government and security officials in Lebanon.
- 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**

- Prepared weekly, monthly, and quarterly project performance reports by gathering and compiling progress data.
- Optimized internal tracking tools and spreadsheets 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

PROFESSIONAL DEVELOPMENT, SKILLS, & LANGUAGES

Advanced Data Analytics & Visualization, University of California, Berkeley (Advanced Media Institute)	**11/2022 – 12/2022**
Professional Program in Data Administration and Management, University of California, Berkeley (Extension)	**06/2024 – ongoing**
Hostile Environment Awareness Training, Safer Edge / Operational Edge Limited	**11/2024 – 11/2024**

Microsoft 365 (Word, PowerPoint, Excel), Microsoft Power Platform (Power Automate, Power BI, Power Apps, Dataverse), SharePoint, SQL, R / RStudio, Tableau, Knack, LibreOffice, Adobe Creative Cloud (Photoshop, Illustrator, Premiere), GIMP, (Sony) Magix Vegas Pro

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