



# CHARBEL JOSEPH SALLOUM

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## WORK EXPERIENCE

### HUMAN RIGHTS WATCH

**Business Analyst, Information Security and Technology Division** 08/2025 – currently

- Mapped business processes and supported the transition of programmatic workflows into work management platforms.
- Built organizational knowledge sources and revamped SharePoint sites with Power BI and Power Automate integrations.
- Supported the development of custom agentic AI Copilot chatbots capable of querying internal sites and triggering flows.

**Senior Officer, Middle East and North Africa Division** 07/2023 – 07/2025

- Constructed a divisional intranet site with automation flows to optimize knowledge and information management.
- Developed an automated product tracking system with dashboards to trace divisional outputs and publications.
- Launched a newsletter email series, with custom videos, to circulate guides and announce new features and tools.
- Coordinated with authors, reviewers, and translators to publish final products through content management systems.

**Senior Research Assistant, Middle East and North Africa Division** 01/2019 – 06/2023

**Fellow, Digital Investigations Lab** 09/2022 – 12/2022

**Research Assistant, Middle East and North Africa Division** 07/2016 – 12/2018

- 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.
- Completed open-source geolocation and data analysis projects and provided satellite imagery analysis assistance.
- Deployed a research activity logbook to securely retain and manage testimonial accounts and evidentiary records.
- Designed research analytics dashboards to map contact networks and monitor progress with Microsoft Power BI.
- Overhauled 3 press correspondence databases, organized 6 press conferences, and led local media outreach activities.
- Wrote drafts of press releases, letters, annual world report chapters, incident briefs, and open-source research memos.
- 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.

**Research Intern, Middle East and North Africa Division** 06/2015 – 12/2015

- Monitored local and international media outlets and automated roundups of news articles and reports with RSS feeds.
- Automated the categorization of a massive war photoset using a metadata extractor add-on (Excel's KUTOOLS).

### INTERSOS

**Reporting Associate** 02/2016 – 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 {2<sup>nd</sup> Degree; With Distinction} Major: Public Administration; Minor: Social & Political Thought 12/2013 – 02/2015

Bachelor of Arts {1<sup>st</sup> Degree} Major: Political Studies; Minor: Philosophy 09/2010 – 12/2013

## PROFESSIONAL DEVELOPMENT, SKILLS, & LANGUAGES

- Advanced Data Analytics & Visualization, University of California, Berkeley (Advanced Media Institute) 11/2022 – 12/2022
- Professional Program in Data Analysis, University of California, Berkeley (Extension) 06/2024 – ongoing
- Asana Certifications (Ambassador Program Membership and Workflow Specialist Certificate) 11/2024 – 02/2025
- Hostile Environment Awareness Training, Safer Edge / Operational Edge Limited 11/2024

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

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