

# Elsa Maria Karam

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## Profile

Project Officer combining academic knowledge of the Middle East, research methodologies with organisational experience, and supporting projects conducted with local and international partners. Background in academic research on Middle East politics, Somali conflict, Sociology and Media dynamics with international trends in Latin America, Eastern Africa (Kenya) and China.

## Professional History

**2017 – 2019, Project Officer at Aktis Strategy Ltd  
Lebanon, Kenya**

### 1- Project work

- Support the work of research and monitoring projects, including the Syria Independent Monitoring (SIM) project and Lebanon Host Communities Support Programme (LHSP) impact analysis, Counter violence Extremism research (CVE) in Lebanon, Mogadishu Security Project (MSP) in Kenya.
- Contributed to the qualitative data analysis by writing on several thematic research pieces covering different themes for the Department for International Development (DFID) of the UK.
- Write weekly reports on project update to the British High Commissioner in Kenya
- When required, participate in meetings and act as minute taker.

### 2-Procurement and Finance:

- Organization and implementation of the project procurement process: this includes the preparation of terms of reference, requests for quotations, offers evaluation and purchase orders.
- Coordination with the local suppliers for goods and services delivery.
- Follow up on payments by cash or through bank transfers
- Keep track of project expenditures and support the Project Manager in maintaining the budget.
- Produce monthly reports for management.

### 3- Office work:

- Coordinate with the office manager and project manager for contracts editing and e-signature.
- Coordinate all travel arrangements: tickets, accommodation, per diems, transportation and prepare visits info packs with the Office Manager.
- Assist in events coordination and logistics preparation.
- Participate in administrative and project-based trainings whenever required.
- Documents and reports formatting according to Aktis guidelines where relevant

- Undertake other duties as requested by the supervisor or Project advisers.
- Keep track of an efficient online (Box) and hard copies filing system.

#### 4- Beyond duties (Initiatives):

- Pursuing pipeline management by identifying new opportunities with Aktis team
- Support the Syria Recovery Trust Fund project in Amman by recruiting an Aktis

Jordan team responsible for project delivery

#### **2017 - Research Assistant, Professor at the University of Arizona**

##### **Lebanon**

- Conduct qualitative interviews with Arabic-speaking refugees.
- Translate interview questions from English to Arabic to participants.
- Establish verbal consent with interlocutors to participate in the research.
- Carry out twitter analysis about the social dynamics between Lebanese and Syrians in Lebanon

#### **2017 - Research Support Assistance work, Professor at the University of Oxford**

##### **Lebanon**

- Administer survey questionnaires in undergraduate classroom settings.
- Conduct computer lab sessions with undergraduate students for gathering data.
- Supervise the completion of Informed Consent Forms.
- Supervise the post-lab payment procedure to participants.
- Translate from English to Arabic the questionnaire that will be delivered to students.

#### **2015 - On-call translator, International Organization for Migration**

##### **Lebanon**

- Translate from Arabic to Spanish stories of Syrian refugees to Spanish Government officials.

## Education

- **2016- 2019:** MA Media studies (Courses highlights: Arab Media and Society, International Politics, Issues in transnational media), **American University of Beirut, (AUB) Lebanon.**
- **2015:** Intensive learning program in Chinese language and culture, **Shenyang Normal University, China.**
- **2011-2014:** BA Sociology, Anthropology – Exchange program in Euro-Latin American studies, (Courses highlights: International Law, Architecture and politics, Oil and gas of the Middle East, Latin American History, Popular Lebanese culture, principles of marketing) **University of Saint Joseph, Sciences Po Paris, France.**

#### **Languages**

- Arabic (native)
- French (fluent)
- English (fluent)
- Chinese (Intermediate)
- Spanish (fluent)
- Swahili (beginner)

#### **IT knowledge**

Proficient in Microsoft Office, Excel, Salesforce, Box, Prezi, Trello, Kimble, Fusion, Tableau