

KHOULOU KARKABA

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PROFILE SUMMARY

Monitoring & Evaluation professional with hands-on experience designing data collection tools, conducting field data verification, and producing progress and feedback reports for donors and programme teams. Proficient in Kobo Toolbox, SurveyCTO, and Google Workspace for indicator tracking, data quality checks, and reporting. Background in Computer Science with a completed Google Foundations of Data Analysis certification, bringing strong data handling and analytical skills to project M&E systems. Experienced coordinating with multi-stakeholder teams and NGOs across Lebanon, with fluent Arabic, English and French.

RELEVANT EXPERIENCE

CodeBrave | STEM Teacher Trainer *Dec 2023 – Present*

- Conduct structured classroom observations to assess teaching practices and identify gaps, using standardised observation tools
- Analyse teaching performance and student engagement data based on observations and outcomes
- Prepare and share detailed feedback reports, tracking progress and indicators over time to inform programme decisions
- Train teachers on the PRIMM method (Predict, Run, Investigate, Modify, Make) through workshops, supporting quality implementation in the field
- *Tools: Kobo Toolbox, Google Forms, Microsoft Forms*

B.O.T (Bridge. Outsource. Transform) | Data Collector *Sep 2025 – Feb 2026*

- Conducted field monitoring and data collection using SurveyCTO across 20+ supermarkets in Beirut and Mount Lebanon, performing routine data quality checks and verification
- Collected qualitative and quantitative data through structured interviews, ensuring accuracy and consistency for organisational research
- Maintained organised, up-to-date records to support data analysis and reporting outcomes
- *Platform: SurveyCTO*

Rook & Book Chess Club (RBCC) | Program Officer *2025 – Present*

- Coordinate multi-stakeholder programmes with local and international NGOs across the Bekaa region
- Manage programme logistics, reporting, and follow-up activities across partner sites, maintaining documentation for tracking progress
- Build and maintain partner relationships to support programme implementation and data sharing

Amideast | E-learning Manager Assistant *Nov 2022 – Feb 2023*

- Assisted in managing and maintaining the Moodle learning platform, supporting tracking of programme participation
- Supported coordination, documentation, and reporting on daily project tasks for the Head of Education

OTHER EXPERIENCE

Alfa Telecommunication | Customer Experience Intern *Jul 2023 – Aug 2023*

- Executed Quality Assurance (QA) monitoring across 50+ locations using standardised checklists, transforming qualitative observations into structured improvement reports
- Reported insights and recommendations to support service improvement initiatives

Alfa Telecommunication | Call Agent *Apr 2023 – Oct 2023*

- Handled high-volume customer calls, diagnosing issues and guiding customers toward effective solutions while maintaining service quality

EDUCATION

Bachelor of Science in Computer Science | Lebanese University

Relevant courses: Database, Data Structures, Project Management, Simulation, OOP, Networks

M&E-RELEVANT CERTIFICATIONS & TRAINING

- **Foundations of Data Analysis – Google** (2026)
- **Fundraising & Development Foundations – UC Davis** (2026)
- **Leadership Problem Solving, Oxford (using AI)** (2026)
- **DataCamp Python** (2024)
- **IBM AI Fundamentals** (2024)

HIGHLY SELECTIVE PROGRAMMES & AWARDS

- **YLP 10 – UNDP** — Young Leaders Programme, highly selective national leadership programme (2024 – Present)
- **EU Jeel Connect – European Union Youth Programme** — competitively selected EU youth programme (2026)
- **Rotaract Club of Baabda | Personal Development Director** — selective leadership position; designed and delivered leadership and professional development workshops (2025 – Present)

ADDITIONAL TRAINING & VOLUNTEERING

- **MenEngage Programme** – 1-year gender equality & youth leadership programme (2026 – Present)
- **GBV Training** – ABAAD Resource Center for Gender Equality (2026)
- **IEEE Comsoc Society | President – Volunteer** (2024 – Present): organised technology workshops to strengthen student technical skills
- **Intersection Tech | Alumni Board Member** (2024 – Present): supported technical career development
- **Beirut AI | Project Lead – Volunteer** (2023 – 2024): led AI project development and coordinated technical roadmaps
- **Kalimat | Chess Instructor – Volunteer** (2024 – 2025)
- *Female Chess Champion (2024) | First Stage Chess Winner (2023) | HULT Prize Entrepreneurship*

LANGUAGES & SKILLS

Languages: French (Fluent) | English (Fluent) | Arabic (Native) | Spanish (Beginner)

M&E Tools: Kobo Toolbox, SurveyCTO, Google Workspace (Docs, Sheets, Drive), data quality checks, indicator tracking, dashboards

Technical: Python, Data Analysis, JavaScript, C, C++, Java, Moodle, Troubleshooting & Technical Support

Soft Skills: Data Cleaning, Reporting, Site Monitoring, Partner Coordination, Curriculum Mapping