

Ms. Karoun Tcholakian

(b)(6)

SUMMARY OF QUALIFICATIONS: Young, multilingual foreign policy professional and political analyst, with significant experience providing discreet executive support and strategic planning. Strong communicator, proficient in Arabic and Armenian, with overseas experience in Lebanon, Georgia, Armenia, Oman, and the United Arab Emirates.

PROFESSIONAL EXPERIENCE

Cambridge Global Advisors (*Strategic Advisory Services Firm*)

Policy Associate

(Virtual) Washington, DC

November 2020 - Present

- Support two principals at a consulting firm focused on national security, cybersecurity, and public diplomacy by scheduling meetings, preparing briefs, and providing meeting notes
- Write memoranda regarding business development opportunities and company specific topics

Joe Biden for President Campaign

Iowa, South Carolina, Florida, Michigan

Regional Organizing Director: North Oakland County, Michigan

June 2020 - November 2020

- Successfully executed a field operation in Michigan, with over 1,000 volunteers, 6 organizers, and 10 fellows; turning out more than 438,000 voters, supporting Biden's critical "Blue Wall"
- Oversaw 59 virtual community events to engage and escalate volunteer involvement
- Managed a virtual zoom field office with over 300 volunteers coming through the "virtual door" every week
- Held weekly 1:1s and team meetings to analyze progress to goals and discuss areas of improvement

Field Organizer: Maine and Rhode Island (Virtual)

March 2020 - June 2020

- Called 150 supporters everyday to check in with them during the pandemic and invite them to community events
- Organized community events and weekly COVID-19 discussions to create an informative avenue to engage non-supporters
- Panelists on the weekly COVID-19 discussions included a Senior Advisor to the Dean for External Relations and Issues Management at Harvard Medical School, an Oncologist from Massachusetts General Hospital, and cancer survivor

Special Projects Coordinator: South Carolina and Florida

February 2020 - March 2020

- Organized over 100 out-of-state supporters to knock on doors, make phone calls, and Get Out The Vote (GOTV) for the South Carolina Primary
- Assisted the Deputy Field Director in housing over 30 staffers from Iowa, New Hampshire, and Nevada by calling through a list of identified supporters
- Created mobilize events for principal and surrogate events in Florida
- Ran the Florida out-of-state program but ended the program due to the spread of COVID-19

IA HQ Fellowship Coordinator: Des Moines, Iowa

June 2019 - February 2020

- Created the Iowa Team Joe Fellowship Program by interviewing over 160 candidates and recruiting over 40 fellows from across the country
- Led daily and weekly meetings to manage fellow projects and monitor progress to goals
- Organized over 700 out-of-state supporters to come to Iowa for the campaign's Get Out The Caucus (GOTC) efforts by arranging supporter housing, coordinating travel, and delegating support to various regions throughout the state
- Scheduled daily, weekly, and bi-weekly meetings between department heads and key stakeholders while preparing briefs and memorandums for the Iowa State Director

Office of Congressman Andy Levin (D)

Washington, DC

Armenian National Committee of America Intern

February 2019 - May 2019

- Compiled talking points, memos, witness questions, and other relevant information for the Congressman's hearings in the House Committee on Foreign Affairs and House Committee on Education and Labor
- Drafted 9 correspondence letters to constituents regarding a wide range of issues
- Greeted visitors to the office, and corresponded with constituents

Sharice Davids for Congress Campaign (D)

Kansas City, Kansas

Field Organizer

August 2018 - November 2018

- Executed a field operation with over 500 volunteers, turning out 170,518 voters
- Increased voter turnout in Wyandotte County from 35% in 2014 to 51% in 2018 through early voting and Get Out The Vote (GOTV) efforts
- Recruited and scheduled 90 volunteers each week to join the campaign's direct-voter outreach efforts over the phone, at the door, and through in-person engagement
- Managed a field office in Wyandotte County, established an inclusive environment, set goals for the office, prepared resources, trained volunteers, and met with local activists
- Organized community events including early vote rallies and office openings in Wyandotte County with over 100 constituents in attendance

Fayrouz Saad for Congress (D)

Northville, Michigan

Field Organizer

May 2018 - August 2018

- Staffed candidate and campaign surrogates at forums, community gatherings, and local senior homes
- Represented campaign at local Democratic Party events, meetings, and festivals
- Achieved targets by motivating and training a group of 15 volunteers
- Directed a GOTV staging location, managing more than 150 GOTV canvassing and phone banking shifts
- Mobilized out-of-district volunteers to conduct Virtual Phone Banks during GOTV

VOLUNTEER AND INTERNSHIP EXPERIENCE

Armenian Youth Federation (AYF)

Detroit, Michigan

Chair of Rapid COVID Response Task Force

March 2020 - June 2020

- Provided meals for frontline workers in two hospitals in the Metro Detroit area
- Led weekly meetings to connect with community members and respond to concerns

Miller Johnson

Grand Rapids, Michigan

Pre-Law Intern

September 2017 - December 2017

- Composed memoranda and summaries from research conducted
- Assigned to work with different practicing attorneys weekly
- Organized cases and documents in preparation for trial
- Obtained an increased understanding of the legal system through the assignments and projects assigned

Salam: Lebanese Association for Development and Communication

Bekaa Valley, Lebanon

Teacher and Community Organizer

May 2017 - July 2017

- Organized and managed community dinners, "Play With Purpose" activities for children, and 32 English as a Second Language (ESL) classes engaging over 200 community members in the Bekaa Valley
- Developed ESL lessons and other supplemental education programs for Syrian refugee children

Camp Javakhk

Javakheti, Georgia

Camp Counselor

August 2016 & August 2017

- Led enrichment camps for ethnically Armenian children, ages ranging from 6 to 16
- Prepared and taught lessons regarding hygiene, Armenian history, and English

Helsinki Citizens Assembly

Yerevan, Armenia

Intern

June 2016 - August 2016

- Researched the evolution and importance of safe spaces in the world
- Produced a comprehensive report determining whether safe spaces should be implemented in Armenia in order to promote a safer environment
- Attended a panel discussion titled "Fight Against Impunity and the Right to Rehabilitation for Torture Victims – 2016"

EDUCATION

Grand Valley State University

Allendale, Michigan

B.A. International Relations; Minor: Arabic and Human Rights

September 2014 - December 2017

- Awarded Dean's List 2014, 2015, 2016, and 2017
- Study Abroad Program 2016: Intensive Arabic Language in Ibbi, Oman and Business Culture in Dubai, UAE
- Founder and President of the Armenian Students Association

SKILLS

- **Computer Skills:** Expert-level abilities utilizing Microsoft Office Suite (Excel, Powerpoint, Word), Google Professional Suite, Zoom, Intranet Quorum, TV Eyes, Infoviewer, Votebuilder, and all social media platforms
- **Languages:** Arabic and Armenian