

ROBERT E. ALLISON

One Central Place
Newburyport, MA 01950
978/462-0776 Fax: 978/462-0982
Email: rallison@shore.net

EDUCATION & TRAINING:

Immigration Law Basics Seminar - Mass. Continuing Legal Education, 3/99
Immigration Law - Harvard Law School, Auditor, fall 1998
Summer Course on Refugee Issues - Center for Refugee Studies, York University,
Toronto, 7/98
Training on Federal & State Benefits for Immigrants - MIRA Coalition, Boston, 1/98
Representing Asylum Seekers Seminar - Mass. Continuing Legal Education, 11/97
M.A. Political Science - Northeastern University, 1977
B.A. Economics - Yale University, 1967

PROFESSIONAL EMPLOYMENT:

HUMAN RIGHTS DOCUMENTALIST

Refugee Law Center, Boston, MA (part-time 3/98-3/99)

Research, evaluate and organize documents pertaining to human rights conditions in countries which produce asylum claimants in the United States. Focus on developing and maintaining a multi-year archive of documents on the human rights situation in the Sudan, Nigeria and the Democratic Republic of Congo. Annotate articles for use as supplemental materials in support of asylum claims before the US Immigration and Naturalization Service. Responsible for maintaining computerized indices and full-text archives of human rights documents for countries of interest. Work was performed in a volunteer capacity.

IMMIGRATION PARALEGAL

**Harvard Immigration and Refugee Clinic of Greater Boston Legal Services
and Harvard Law School, Boston, MA (part-time, 2/99-3/99)**

Carried an immigration caseload for low income clients in cases involving adjustment of status for asylees, refugees, juvenile special immigrants and others, refugee travel documents, advanced parole, family reunification and employment authorizations. Represented clients before the U.S. Immigration and Naturalization Service under attorney supervision. Researched, edited and organized human rights documentation in support of claims for political asylum. This was a temporary position filling in for a staff person on personal leave.

HUMAN RIGHTS OBSERVER

United Nations Human Rights Observer Mission, Bujumbura, Burundi (3/97-8/97)

Investigated allegations of various human rights abuses as member of the Investigation Unit of the UN Observer Mission in Burundi. Prepared reports based on interviews with victims,

witnesses, local and regional authorities. Visited provincial prisons and local detention centers to monitor conditions of detention including food, sanitation, ventilation, lighting, degree of overcrowding, etc. Determined and reported on the judicial status of prisoners and detainees. Responded to allegations of illegal arrests and mistreatment of people in detention. Interviewed victims of torture and documented their mistreatment. Visited camps for internally displaced persons to report humanitarian conditions and possible violations of human rights. Met with representatives of local non-governmental organizations to encourage the development of programs to monitor and prevent human rights abuses. Drafted proposal for a joint prison visiting mission with local human rights and prisoners' rights NGOs. Participated in the editing of monthly mission activity reports. The working language of this UN Mission is French.

EDITORIAL CONSULTANT - REPORT WRITER

UNICEF-Somalia - Nairobi, Kenya (12/94-1/95)

As consultant to the Reports, Monitoring and Evaluation Unit of UNICEF-Somalia, researched and compiled a comprehensive update of the organization's generic donor report covering activities and achievements for calendar year 1994. Interviewed programme directors in the substantive areas of health care, nutrition, education, and water and environmental sanitation to ensure accuracy of the report.

CRIME PREVENTION SPECIALIST (United Nations Volunteer) - SOMALIA

Justice Division - UNOSOM, Mogadishu, Somalia (9/94-11/94)

Worked as member of Justice Division team to assist Somali communities in the revitalization of the judicial system and the on-going support and improvement of basic judicial infrastructure such as courts and prisons. Assisted local NGOs in the development of proposals for community crime prevention activities such as vocational training centers and youth/recreation programmes. In Kismayo in the Lower Juba region served as Justice Zone Officer with responsibilities for all Justice programme activity in the region. Assisted with logistics and administration of the Kismayo Prison, initiated a weekly health clinic, standardized procedures for community oversight of custodial corps payrolls, and provided for food security for the prison population by developing a working agreement with the local representative of the UN World Food Program. Started dialogues with community leaders in four localities to re-establish courts and improve detention facilities at the local level.

DIRECTOR OF RESEARCH MANAGEMENT

National Bureau of Economic Research, Cambridge, MA (11/78-6/94)

Managed the research-related administrative operations of a leading national non-profit research organization with an annual budget of over ten million dollars. Coordinated functions of accounting, publications, conferences, development and computer support. Assisted researchers in all administrative aspects of proposal writing. Prepared or reviewed budgets for all research proposals submitted to the federal government. Ensured institutional compliance in areas of protection of human subjects in research and scientific integrity. Acted as liaison with

university-based researchers and funding sources including the National Science Foundation, National Institutes of Health and the Department of Labor. Identified potential sources of research support from public agencies. Negotiated and managed research sub-contracts with offices of sponsored research of a number of leading universities in the United States.

EXECUTIVE DIRECTOR

Council on Aging, Salem, MA (12/74-6/78)

Developed a dynamic, comprehensive social service and recreation agency to meet needs of City's elders. Expanded the City's meals and transportation programs. Encouraged the development of a viable participant advisory committee. Founded the Salem Golden Tones choral group; responsible for the renovation of an under-utilized municipal building into a multi-service senior center with HUD grant funding.

DIRECTOR, SENIOR NUTRITION PROGRAM

Council on Aging, Peabody, MA (3/74-12/74)

Implemented a new elderly nutrition program under Title VII of the Older Americans Act to serve both congregate and home delivered meals to elderly clients. Responsible for budget development, hiring, supervision and managerial reporting.

PROJECT COORDINATOR

Police Manual Project (LEAA) Peabody, MA (3/73-12/73)

Created a manual of operating procedures and internal regulations for a municipal police department. Developed a working committee of police officers from all ranks of the department to discuss and ratify policies and procedures. Set up mechanism to solicit citizen comments on police objectives and performance. Coordinated series of workshops between police and youth to help open lines of communication.

TECHNICAL, TEMPORARY AND PART-TIME EMPLOYMENT:

STAFF ASSISTANT

Department of Social Medicine, Harvard Medical School (4/00-present)

Provide clerical and Internet-based research support for Dr. Leon Eisenberg, Professor of Psychiatry Emeritus. Assist in the preparation of manuscripts for publication and lecture and with correspondence by mail and email. Assist in locating and downloading scientific documents using the Countway Electronic Library and Hollis resources as well as general web-based material. Answer telephone and assist with travel arrangements.

DEVELOPMENT ASSOCIATE

Judge Baker Children's Center, Boston, MA (4/98-6/99)

Maintain and upgrade the constituent fundraising database for the organization. Process all corporate and individual gifts and pledges. Draft and produce acknowledgment letters. Prepare periodic and ad hoc reports for the Executive Director and Board of Directors as required. Coordinate activities of consultants, vendors and volunteers in carrying out special fundraising events and appeals. Respond to constituent information requests. Develop and implement sound policies for records management and retention. Initiate and maintain annotated index of Center-generated non-research publications for use by internal and external audiences.

ASSISTANT AFFIRMATIVE ACTION/EEO OFFICER

A.A. Will Corporation, Central Artery/Tunnel Project (11/97-4/98)

Assist the project accountant in all aspects of AA/EOE data collection and filing as required under the Federal Master Contract for the Leverett Circle Utilities Relocation Project of the Boston Central Artery/Tunnel construction project. Position required coordination with eight sub-contractors and over a dozen independent truckers to submit certified weekly payrolls and EOE workforce reports on a weekly, monthly and quarterly basis. Maintain database of workhours by labor category and minority/women status using FOXPRO database application running in a Microsoft EXCEL environment. Maintain active contacts with all subcontractors and truckers to ensure accurate and timely reporting to CA/T authorities.

ASSISTANT TO GLOBAL PURCHASING MANAGER

Harlequin Software, Inc. - Cambridge, MA - (through SOS Office Services, Topsfield, MA) (9/97-11/97)

Performed various duties related to the corporate purchasing function including price comparisons, development of RFPs for master purchasing arrangements, and placing/confirming orders with various vendors both in the United States and in Great Britain. Position included extensive vendor interaction via telephone and email as well as internal client contact to confirm product delivery and satisfaction. Entered data into the purchase tracking system using LOTUS Notes database program.

CUSTOMER SERVICE AND TECHNICAL SUPPORT REPRESENTATIVE

Shore.Net - Internet Access Company, Lynn, MA (3/96-8/96)

Responded to customer inquiries on a wide range of Internet access services including dial-up SLIP/PPP connections, ISDN, dedicated lines, colocated servers and subnet routing for LAN applications. Helped customers to select and acquire appropriate hosting services for WWW presence, such as standard web, virtual hosting and virtual ftp hosting. Assisted customers with downloading and configuring TCP/IP connectivity software and application programs for use with Internet access accounts. Diagnosed and corrected software or hardware problems related to Internet services, with emphasis on Windows 95 and Windows 3.1 operating systems.

CUSTOMER SERVICE REPRESENTATIVE

The Internet Access Company, Bedford, MA (12/95-3/96)

Assisted clients in subscribing to, setting up, and operating individual computer access accounts on the Internet. Explained details of SLIP/PPP communication protocols for the World Wide Web. Responded to client information requests and assist in diagnosing and solving problems with their Internet service including domain name registration, mail mapping, pop-boxes, virtual web addressing, and HTML editing. Position operated in a Windows 95 environment and required familiarity with e-mail, ftp, telnet and web browsing applications on Windows 95, 3.1 and Macintosh platforms.

REGIONAL CREDIT SUPERVISOR

MADICO, Inc., Woburn, MA (through SOS Office Services, Topsfield) (5/95-12/95)

Worked with the Credit Manager to carry out the accounts receivable and collections operations of a national manufacturer and distributor of coated film products. Extensive contact with distributors and other customers to resolve invoicing problems and ensure regular payments on open accounts. Developed follow-up procedures to track proposed payment plans submitted by delinquent accounts. Direct responsibility for approximately 140 customer accounts.

CONSULTANT - MANAGEMENT SYSTEMS

Harvard Institute for International Development (Part-time 1983)

Supervised the conversion of a 12,000 record personnel database and query system from an existing COBOL environment to a SAS database supportable by Harvard's Office for Information Technology.

TEACHING ASSISTANT - POLITICAL SCIENCE

Northeastern University, Boston, MA (9/71-6/72)

Conducted undergraduate discussion groups in political theory and American government. Assisted students with mastery of course content and examination strategies on a one-to-one basis. Designed and corrected department examinations.

RECENT VOLUNTEER WORK:

Court Monitor - Boston Immigration Court - 10/97-2/98

Refugee Immigration Ministry

Human Rights Country Conditions Analyst

Greater Boston Legal Services - Immigration Unit and Refugee Law Center

Paralegal Caseworker

Walk-in pro se Legal Clinic

International Institute of Boston 1/98 - 2/99

Board of Directors

American Red Cross - Newburyport Chapter 10/97 - 9/2000

OTHER RECENT COURSES AND TRAINING:

Course: The Phenomenon of Genocide - Harvard University Extension, 1996

Facilitator Training for Prejudice Reduction Seminars - Anti-Defamation League, 9/97

Adult Basic Education Tutor Training Program - Haverhill Public Library, 10/97