Ashraf Khamis

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Permit: Red-White-Red Card plus

WORK EXPERIENCE

Technical and Scientific Writer (Oct 2018 – Present)
Cortical.io (Vienna, Austria)

- Improve and extend the technical documentation of software products
- Write and edit proof-of-concept reports, statements of work, and white papers that explain the theory behind the technology
- Collaborate with software engineers, data scientists, and senior managers to verify information
- Develop customized descriptions of services for multiple customer use cases
- Create training materials and FAQs to help customers use and adapt software solutions
- Review and contribute to marketing presentations, newsletters, brochures, website content, and conference submissions

Technical Writer (Sep 2016 – Sep 2018)
OMICRON electronics (Klaus, Austria)

- Created, edited, and maintained user manuals, online help systems, quick-start guides, and application and release notes for software and hardware products
- Interviewed software developers and product managers to extract and gather information
- Analyzed requirements and determined the information depth needed for customers
- Explored and tested software products and recommended improvements to the user interface text
- Adopted a translation-oriented authoring approach by using a translation memory system and a terminology database
- Planned, coordinated, and supervised outsourced documentation and translation projects

Project Researcher (Oct 2014 – Sep 2016)
Dept. of Language Science and Technology, Saarland University (Saarbrücken, Germany)

- Examined the role of information density in the evolution of English scientific writing
- Compiled a diachronic corpus of scientific English covering the period 1665–1869
- Trained and evaluated computational models to normalize historical spelling variation
- Presented ongoing research and interim results at international conferences and workshops
- Maintained wiki-based documentation for literature reviews and software applications

Freelance Copywriter and Editor (Feb 2008 – Apr 2012)
Upwork (Online Freelance Platform)

- Completed over 70 writing and editing projects for a global client base
- Researched and wrote B2B case studies, white papers, and SEO articles

- Created business website content and managed news aggregation websites
- Edited and proofread technical reports, training manuals, and business and legal books
- Translated between English and Arabic when and as needed

Customer Service Advisor and Shift Supervisor (Apr 2007 – Jun 2008)
Book Depository (Alexandria, Egypt)
- Received, managed, and processed customer orders and answered general queries
- Liaised with other departments and suppliers to improve customer experience
- Trained and supervised four customer service personnel

EDUCATION

Master of Advanced Studies, Cognitive and Functional Linguistics (Sep 2013 – Sep 2014)
KU Leuven, Ghent University, Vrije Universiteit Brussel & University of Antwerp (Belgium)
- Grade: magna cum laude
- Thesis: *Further and Farther: Competition or Functional Differentiation?*

Master of Arts, English Linguistics and Literature (Sep 2012 – Sep 2013)
KU Leuven (Leuven, Belgium)
- Grade: magna cum laude
- Thesis: *Nominal and Verbal Gerunds with Genitive Subjects in Present-Day English: A Comparative Corpus Study*

Bachelor of Arts and Education, English (Sep 2002 – May 2006)
Alexandria University (Alexandria, Egypt)
- Grade: good

HONORS & AWARDS

- "GradUS global" grant for research visits abroad (Saarland University, Feb 2016 – Mar 2016)
- Roger Dillemans Scholarship for academic excellence (KU Leuven, Oct 2013 – Jul 2014)
- First-in-class honors (KU Leuven, Sep 2013)
- Second-in-class honors (Alexandria University, May 2006)

PUBLICATIONS

Papers in Conference Proceedings

- Degaetano-Ortlieb, Stefania, Hannah Kermes, Ashraf Khamis & Elke Teich. 2016. An information-theoretic approach to modeling diachronic change in scientific English. In Carla Suhr et al. (eds.), *Selected Papers from Varieng – From Data to Evidence (d2e)*. University of Helsinki, Helsinki, Finland. Leiden: Brill.
- Degaetano-Ortlieb, Stefania, Hannah Kermes, Ashraf Khamis, Jörg Knappen & Elke Teich. 2016. The Royal Society Corpus: From Uncharted Data to Corpus. In Nicoletta Calzolari et al. (eds.), *The Language Resources and Evaluation Conference (LREC) 2016 Proceedings*, 1928–1931. Grand Hotel Bernardin Conference Center, Portorož, Slovenia.

Conference Abstracts & Presentations

- Kermes, Hannah, Stefania Degaetano-Ortlieb, <u>Ashraf Khamis</u>, Jörg Knappen & Elke Teich. 2016. The Royal Society Corpus: Towards a high-quality corpus for studying diachronic variation in scientific writing. *Digital Humanities (DH)*, Jul 11–16, 2016. Jagiellonian University, Kraków, Poland.
- Degaetano-Ortlieb, Stefania, Hannah Kermes, <u>Ashraf Khamis</u>, Noam Ordan & Elke Teich. 2015. The taming of the data: Using text mining in building a corpus for diachronic analysis. *From Data to Evidence (d2e)*, Oct 19–22, 2015. University of Helsinki, Helsinki, Finland.
- Degaetano-Ortlieb, Stefania, Hannah Kermes, <u>Ashraf Khamis</u>, Jörg Knappen, Noam Ordan & Elke Teich. 2015. Information Density in Scientific Writing: A Diachronic Perspective. *The 42nd International Systemic Functional Congress (ISFC)*, Jul 27–31, 2015. RWTH Aachen University, Aachen, Germany.
- <u>Khamis, Ashraf</u>, Stefania Degaetano-Ortlieb, Hannah Kermes, Jörg Knappen, Noam Ordan & Elke Teich. 2015. A resource for the diachronic study of scientific English: Introducing the Royal Society Corpus. *The 8th International Corpus Linguistics Conference (CL)*, Jul 21–24, 2015. Lancaster University, Lancaster, UK.
- <u>Khamis, Ashraf</u>. 2015. Cross-dialectal variation in English verb complementation: A multivariate corpus analysis. *The 13th International Cognitive Linguistics Conference (ICLC)*, Jul 20–25, 2015. Northumbria University, Newcastle upon Tyne, UK.
- Degaetano-Ortlieb, Stefania, Hannah Kermes, <u>Ashraf Khamis</u> & Elke Teich. 2015. Information Density in Scientific Writing: Exploring the SciTex Corpus. *Academic Corpora: Development, Exploration and Application*, Jul 20, 2015. Lancaster University, Lancaster, UK.

LANGUAGES

- Arabic: native
- English: native-like (C2+)
- German: upper intermediate (B2)
- French: elementary (A2)

TECHNICAL SKILLS

- Web standards: HTML, CSS
- XML/text editors: XMetaL Author, Notepad++, Atom
- Document/word processors: Adobe FrameMaker, Microsoft Word
- Spreadsheet/presentation/desktop publishing: Microsoft Excel, PowerPoint, Publisher
- Image capture: SnagIt, IrfanView
- Version control: GitHub, Team Foundation Server
- Project management: Jira Software
- Content management: Confluence, WordPress, TYPO3
- Document management: SharePoint, Google Drive, Dropbox
- Translation management: SDL WorldServer, MultiTerm, globalReview
- Web analytics: Google Analytics, WordPress Stats