

Ashraf Khamis

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Permit: EU permanent residency

EXPERIENCE

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|------------------------|---|
| Jul 2022 –
Present | Senior Technical Writer
GitLab (Remote) <ul style="list-style-type: none">• Write and maintain documentation and release posts for assigned product groups• Act as the technical writing lead for assigned groups by suggesting and balancing priorities• Create user interface text and restructure new and existing content to improve readability• Review and suggest improvements to merge requests based on relevant style guides |
| Apr 2019 –
Jun 2022 | Senior Technical Writer
Magnolia (Remote) <ul style="list-style-type: none">• Create and verify API reference documentation, developer tutorials, and release notes for open-source software• Plan and lead content initiatives and track issues and code changes for potential documentation updates• Collaborate with engineers to build and maintain a documentation pipeline and automate the release process• Establish style guidelines and solicit and edit contributions from subject-matter experts |
| Oct 2018 –
Mar 2019 | Senior Technical Writer
Cortical.io (Vienna, Austria) <ul style="list-style-type: none">• Wrote and edited API and SDK reference documentation and developer guides• Prepared customized descriptions of services for multiple customer use cases• Improved product usability and created microcopy for the user interface• Reviewed and contributed to marketing presentations, newsletters, brochures, website content, and conference submissions |
| Sep 2016 –
Sep 2018 | Technical Writer
OMICRON electronics (Klaus, Austria) <ul style="list-style-type: none">• Created and maintained user manuals, online help systems, quick-start guides, and application and release notes for software and hardware products• Gathered and analyzed documentation requirements to determine the appropriate information architecture |

- Explored and tested software products and recommended improvements to user interface text
- Adopted a translation-oriented authoring approach by using a translation memory system and a terminology database

Oct 2014 –
Sep 2016

Project Researcher

Saarland University (Saarbrücken, Germany)

- 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

Feb 2008 –
Apr 2012

Freelance Copywriter and Editor

Upwork (Remote)

- 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

SKILLS

Languages	Java, HTML, XML, CSS, YAML, Bash
Authoring	Atom, Confluence, XMetaL, FrameMaker, Word, Snagit
Workflow	Docs as code (Git, AsciiDoc, Antora, Jenkins), Jira, Google Analytics
Localization	WorldServer, MultiTerm, Globalreview
Stylebooks	Microsoft, Chicago, AP

EDUCATION

Sep 2013 – Sep 2014	Master of Advanced Studies, Cognitive and Functional Linguistics KU Leuven, Ghent University, Vrije Universiteit Brussel & University of Antwerp (Belgium) Grade: magna cum laude
Sep 2012 – Sep 2013	Master of Arts, English Linguistics and Literature KU Leuven (Leuven, Belgium) Grade: magna cum laude