

Ashraf Khamis

Location: Vienna, Austria
Email: ashraf.khamis@gmail.com
Website: www.ashrafkhamis.com
Permit: EU permanent residency

EXPERIENCE

- | | |
|---------------------|--|
| Apr 2019 – Present | <p>Senior Technical Writer Magnolia (Remote)</p> <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 monitor repositories for code changes that require 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 | <p>Senior Technical Writer Cortical.io (Vienna, Austria)</p> <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 | <p>Technical Writer OMICRON electronics (Klaus, Austria)</p> <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 structure• 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 | <p>Project Researcher Saarland University (Saarbrücken, Germany)</p> <ul style="list-style-type: none">• 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 – **Freelance Copywriter and Editor**

Apr 2012 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

TOOLS & TECHNOLOGIES

| | |
|---------------------|---|
| 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 |

LANGUAGES

| | |
|----------------|------------|
| English | Native |
| Arabic | Native |
| German | Proficient |
| French | Elementary |

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 |