

Ihsan H. Tjahyono

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SUMMARY

Business and Supply Chain Management student at Montgomery College with hands-on experience in financial documentation, records management, and structured quality review. Manages budget tracking and expense reconciliation for a student organization and applies methodical assessment criteria across high-volume written material. Multilingual across five languages; precise, dependable, and comfortable owning administrative accuracy.

WORK EXPERIENCE

AI Data Trainer @ Outlier AI

Nov 2025 – Present

- Reviewed written outputs for accuracy, clarity, and compliance with institutional quality standards.
- Applied structured, methodical assessment criteria consistently across diverse subject areas.
- Identified errors and inconsistencies, demonstrating strong attention to detail under volume.
- Refined material to align with ethical content and communication guidelines.

Fundraising Coordinator @ PERMIAS NYC

Aug 2025 – 2026

- Managed cash tracking, budget documentation, and expense reconciliation for organizational fundraising events.
- Coordinated logistics and payments, ensuring funds were correctly allocated and accounted for.
- Handled stakeholder communication and correspondence within a student-led diaspora organization.
- Prepared and maintained organizational records, reports, and event documentation.

Founder @ Atlasana — Digital Marketing

Independent

- Founded a digital marketing company serving small businesses with established craft but no market visibility; services span brand strategy, content, paid media, SEO, and web presence.
- Lead client discovery and positioning work, translating an owner's story into brand strategy and go-to-market content.
- Built and maintain the company's own web presence, SEO, and brand identity end to end.

PROJECTS

VintageCarrier – Digital Marketplace Project [Link to Prototype](#)

- Independent project examining how digital platforms shape trust, identity, and participation in transnational marketplaces.
- Designed written and visual materials to communicate platform values and participation norms.
- Structured content architecture to guide user understanding and engagement.

EDUCATION

2025 – Present	Associate of Arts, Business @ Montgomery College , Rockville, MD <i>Macklin Business Institute pathway via MTAP toward the Robert H. Smith School of Business, University of Maryland. Gateway coursework: Accounting, Applied Calculus, Business Statistics.</i>
2023 – 2024	Vocational & Language Studies @ Mana Eğitim Derneği , Istanbul, Türkiye <i>Arabic morphology and composition; C1 Turkish certification via the Yunus Emre Institution.</i>
2021 – 2025	High School Diploma @ Ashworth College (James Madison HS)

CERTIFICATIONS

2024	Turkish Language Proficiency, C1 – Yunus Emre Institution, Istanbul
2026	AI Fluency for Small Businesses – Anthropic Academy
Active	Driver’s License

SKILLS

Records & Documentation	Financial documentation, expense reconciliation, report preparation, data entry
AI & Automation	Claude (projects, connectors, prompting), AI-assisted drafting and research, workflow automation
Attention to Detail	Structured quality review, error identification, compliance checking
Organization	Scheduling, event coordination, records management, administrative support
Design & Web	Canva, Vercel deployment, GitHub repositories, website platforms
Communication	Stakeholder correspondence, cross-cultural communication, client-facing service
Tools	Microsoft Office, Google Workspace, Notion, CRM systems

LANGUAGES

English	Native – Fluent (C2)
Bahasa Indonesia	Native – Fluent (C2)
Malay	Native – Fluent (C2)
Turkish	Advanced (C1) – Fluent reading, advanced speaking and overall
Arabic	Intermediate (B1) – Fluent reading, intermediate comprehension and writing