

YANI TAN

Contact Me

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*EXECUTIVE ASSISTANT &
SOCIAL MEDIA MANAGER, C-
SUITE IMPACT SALES SUPPORT*

Skilled in executive calendar management, meeting coordination, presentation design, communication, administrative tasks, and organization, with experience as a liaison between CEOs and teams.



BIO

Yani is a seasoned professional, serving as the Executive Assistant to the CEO and Social Media Manager at C-Suite IMPACT. With over 5 years in social media management and 3 years in customer service, Yani excels in administrative tasks and building social media platforms.

With a Bachelor of Arts in Development Communication, specializing in Radio and TV Broadcasting, Yani's exceptional communication and problem-solving skills contribute to her multifaceted role.

Beyond her professional pursuits, Yani enjoys family time and caring for her 12 cats. Her exceptional attention to detail and dedication make her an integral part of the C-Suite IMPACT team, where she navigates executive assistance and social media with finesse.

As C-Suite IMPACT thrives under her influence, Yani Tan remains a key player, leaving an indelible impact on both the executive office and the digital landscape.

REACH OUT IF YOU NEED HELP WITH:

- EXECUTIVE ASSISTANCE
- APPOINTMENT SETTING
- SOCIAL MEDIA CREATION AND MANAGEMENT
- LEAD GENERATION AND SOCIAL MEDIA OUTREACH
- CUSTOMER SERVICE



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