



Yani Tan

Executive Assistant and
Social Media Manager,
C-Suite IMPACT

About Yani

Yani is a seasoned professional, serving as the Executive Assistant to the CEO and Social Media Manager at Whitman Transition Advisors. 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 Whitman Transition Advisors thrives under her influence, Yani 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

**C SUITE
IMPACT**

 0982 430 1088

 ytan@csuiteimpact.com

 www.csuiteimpact.com