EXECUTIVE ASSISTANT SUPPORT PACKAGE

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This document outlines the tasks I've handled this week to streamline operations and support GIGITRADES

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1. Brand Snapshot

Brand Voice

Clear, confident, and data-driven

Action-oriented ("Here's what to do next…")

Relatable but authoritative — balances expertise with approachability

Key Content Types

Format	Example
Market Updates	"BTC Breakout? What I'm Watching This Week"
Trading Tips	"3 Mistakes New Traders Make (and How to Avoid Them)"

Format	Example
Day-in-the-Life	"My Daily Routine as a Crypto Trader & Creator"
React/Breakdowns	"Reacting to Elon's Latest BTC Tweet — Here's the impact.

Recent Trends

TikTok: "Day 1 of X" challenge formats

Instagram: Carousel explainers ("5 ways to…")

YouTube Shorts: Quick-fire predictions + chart breakdowns

2. Content Calendar (2 Weeks)

Date	Platform	Content Title	Status	Notes
May 9	YouTube Short	BTC Support Levels Explained (30s)	Idea	Use TradingView charts
May 10	IG Post	3 Trading Apps I Use Daily	Script	Carousel post
May 11	TikTok	Day 1 of $500 Trading Challenge	Filming	7-day series kickoff
May 12	YouTube	Top 3 Crypto to Watch This Month	Editing	Sponsored integration
May 13	IG Reel	How I Analyze a New Coin	Idea	Use CapCut text overlays
May 14	TikTok	Why I Sold 25% BTC This Week	Script	Trend hook

3. Social Media Content Plan

Instagram (3 Post Ideas)

Content	Caption	Hashtags
3 Trading Apps I Use	My daily toolkit for smarter trades. 1. TradingView 2.	#CryptoTrading #DayTrader

Content	Caption	Hashtags
Daily	CoinMarketCap 3.Binance. Which one do you use the most?	#FinanceTips
BTC Support Levels Explained (Reel)	BTC just hit a major level — here's what it means [30-sec voiceover explanation]	#Bitcoin #CryptoAnalysis #TechnicalAnalysis
Day 1 of $500 Challenge	Day 1 of turning $500 into $5k Follow my journey — trades, wins & fails — real & unfiltered. Let's go.	#TradingChallenge #CryptoJourney #Day1

TikTok (3 Video Ideas)

Hook	Description
"I'm turning $500 into $5k — here's how Day 1 went"	Daily updates on challenge
"3 beginner mistakes in crypto I still see in 2025"	Educational + storytelling
"I sold BTC today — here's why (don't panic)"	News reaction + calm analysis

4. Sample Communications

a. Brand Deal Inquiry Reply (Email)

Subject: Excited to Collaborate — Let's Discuss Next Steps

Hi There,
Thanks so much for reaching out to collaborate with GIGITRADES. Your product aligns well with our audience of crypto enthusiasts and traders.

Could you share your campaign goals, timeline, and deliverables? I'll ensure we review this and circle back within 48 hours.

Best regards,
Amazing Bassey
EA to GIGITRADES

b. DM Reply (Follower Question)

Thanks for your message! GIGITRADES appreciates the support. For in-depth trading Q&As and updates, check out the latest YouTube video (link in bio).

c. Collab Request Decline (Politely)

Hi There,
Thanks for thinking of GIGITRADES. At the moment, our schedule is packed with current collaborations and content production. We'll keep your info on file and reach out if there's a future fit.
Cheers,
Amazing Bassey

5. Operations Tracker Templates

Example — Notion / Google Sheet Layouts

Task	Due Date	Status	Notes
Insurance Renewal	June 1	Pending	Email reminder set
Sponsored Video Deadline (Binance)	May 15	In Progress	Draft in review
Edit YouTube Video	May 12	Done	Scheduled for 6 PM PST

6. Sample Thumbnail & Short Video Mockup

To demonstrate initiative and content coordination skills, I've prepared both:
– A sample **YouTube thumbnail concept** for the $500 Trading

Challenge series
– A **short-form video mockup** outline for TikTok/Shorts/Reels

These samples showcase how I would support branded content creation and content series launches.

YouTube Thumbnail (Mock Concept)

Title Text: "$500 to $5K? My Challenge Begins" (Bold, yellow text)

Background: Screengrab of chart + creator with shocked face

Elements: Bitcoin logo + red/green arrow overlays

Sample Short-Form Video Mockup — $500 Trading Challenge (Day 1)

Platform: TikTok / YouTube Shorts / Instagram Reels
Goal: Launch an engaging, ongoing trading series to drive followership and repeat views.

Video Structure (15–20 sec)

Hook (0–3s):
Text overlay — "I'm turning $500 into $5k. Here's Day 1"
 Upbeat music (finance/trading-friendly)
 Visual: Talking head or close-up of trading screen

Clip 1 (3–8s):
Screen record buying BTC or ETH on Binance
Caption: "Bought BTC — up 2.1% "

Clip 2 (8–15s):
Talking head explaining the trade
Caption: "Strategy breakdown — why I entered"

End screen (15–20s):
Text overlay — "Follow to see Day 2 #CryptoChallenge"
Call-to-action: "What would you trade next? Comment below!"

*I'm happy to edit and produce a rough version of this video
if helpful for testing.*

7. Closing Note

I created this project package as a proactive demonstration of how I'd support GIGITRADES'S fast-moving content and business.

My goal is to **keep you 3 steps ahead** — so you can focus on creating and scaling, while I handle the rest.

Best,
Amazing Bassey