



Mark A Kledzik

Graphic Designer/Artist

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EXPERIENCE

Physicians Postgraduate Press, Inc.

Digital and Print Production (DDP) Associate

2009–2023

Continued with the responsibilities of the DDP Assistant position. Acquired additional responsibilities that included collaboration with multiple departments at Physicians Postgraduate Press, Inc. (PPP) to design, develop, and produce digital and print assets for *The Journal of Clinical Psychiatry* (JCP), *The Primary Care Companion for CNS Disorders* (PCC), and the supported accredited and non-accredited educational programs of the *CME Institute*. Continued to acquire knowledge in the use of additional programs to increase professional value and skills.

Audio/Video Editing and Animation

- Produced audio, video, and animation for website videos as well as refined, and improved audio editing procedures.
- Edited audio and video to remove misspeaks and increase quality of recording for professional presentation and reduce need for re-recording.

Website Administration

- Prepared XML, GIF, JPG, and PDF files for web posting and input content into the WordPress website.
- Prepared and submitted electronic deliverables to Portico, Scopus, and EBSCO (publication data bases).

Website Analysis and Improvement

- Assisted associates with the alignment of message, look, and feel to differentiate the company and its offerings.
- Assisted in the development of the production team's strategy, tactics, tools, and processes.
- Analyzed and identified improvements for website design, performance, and navigation.

Graphic Design and Layout for Print and Web

- Guided the team in choosing new fonts for the journals.
- Reviewed author-submitted and accepted graphics and collaborated with the editorial production manager to prepare files for production.

Digital and Print Production (DDP) Assistant

2003–2009

- Created logos and other graphic elements for the journals, website, and promotional materials.
- Produced print and web layout for the journals and checked associates' layout work for quality, accuracy, and adherence to styles.
- Worked with editorial staff to review materials for corrections and execute changes to products throughout the production process.
- Executed WebTrends website analysis and prepared reports on the data using MS Word.
- Created and sent weekly article publication updates to all registered website users.
- Managed JCP and PCC reprint production process end-to-end and honed procedures to maximize efficiency and reduce turnaround time.

Sycamore View Church of Christ

Audio/Video Production (Volunteer)

2012–2022

- Conceptualized and created intro videos for youth summer camp using iMovie, Premier Pro and Photoshop.
- Shot photos and videos and created a slide show/video for each day of camp.
- Presented slide shows and videos for youth camp gatherings using ProPresenter.

SKILLS

Adobe

InDesign, Photoshop, Illustrator, Acrobat Pro, Dreamweaver, Premiere Pro, After Effects, Animate

Microsoft

Word, PowerPoint, Excel, Outlook, Teams, Planner

Web

HTML/XML, WordPress

Additional

CorelDRAW, Audacity, iMovie, ProPresenter, Slack, Wrike

Artistic

Photography, Illustration, Sketching, Drawing, Sculpting

Personal

Experience, Initiative, Creativity, Flexibility, Communication, Collaboration, Problem Solving

EDUCATION

BA - Graphic Design University of Memphis, 1995

December 27, 2023

To Whom it May Concern,

I'm writing on behalf of Mark Kledzik. I was his Director of Digital and Print Production at Physicians Postgraduate Press, Inc. (PPP) for over 2 years, and his manager for over 10 years prior. Based on our professional relationship, I feel confident I can provide insight into his suitability for this opportunity.

Mark Kledzik is a Digital and Print Production Associate for PPP. In the 15 years we've worked together, I've seen amazing growth in his skills as a designer, communicator, and planner as well as his ability to consistently meet production timelines. As a designer, he reliably produces quality work with page layout as well as complicated tables and graphs for our medical journals.

In addition to his design skills, Mark continually takes on new tasks with excitement and curiosity. He is a conscientious and detail-oriented employee with good communication and collaboration skills. Mark is always ready to learn and asks insightful questions to better accomplish the goal. He routinely collaborates with production and editorial stakeholders to improve products and processes.

I am delighted to recommend Mark Kledzik. I would be happy to provide more information about Mark's work at PPP if needed.

Sincerely,

Sara G Amelang

Director of Digital and Print Production

Physicians Postgraduate Press, Inc.

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