

Professional Capabilities

Portfolio Book

Joslyn M. Jones, Founder of Render & Proof, LLC



Note from the Founder:

Render & Proof was born from a simple belief: ideas are too valuable to remain ideas.

My education and professional experience have allowed me to develop a diverse set of skills across interior design, business administration, mathematics, systems development, and academic support. While these disciplines may appear different at first glance, they share a common thread: understanding a challenge, organizing information, exploring possibilities, and developing thoughtful solutions.

Render & Proof brings those perspectives together to help individuals and organizations move from uncertainty toward clarity, confidence, and meaningful progress.

Quick Links for Document Navigation

DESIGN

BUSINESS ADMIN. (STRATEGY)

MATHEMATICS

DESIGN



Education & Foundation

Western Carolina University, Bachelor of Science in Interior Design | 2018 - 2022

Professional Experience

Workplace Architecture + Design, Interior Designer I | 2022 – 2023

Worked alongside architecture and design professionals to develop functional and welcoming environments, primarily for nonprofit organizations and senior living. Experience encompassed the full design process, with particular strengths in programming, design development, construction documentation, and specifications.

Capabilities

Design Programming	Space Planning	Interior Design	Construction Documentation
Furniture Specifications	Material Selection	Visualization and Rendering	Codes & Safety Awareness
3D Modeling and Design Software (Revit, AutoCAD, and Sketchup)			

DESIGN PORTFOLIO BOOK

All featured work represents my independent professional practice following my degree award in 2022.



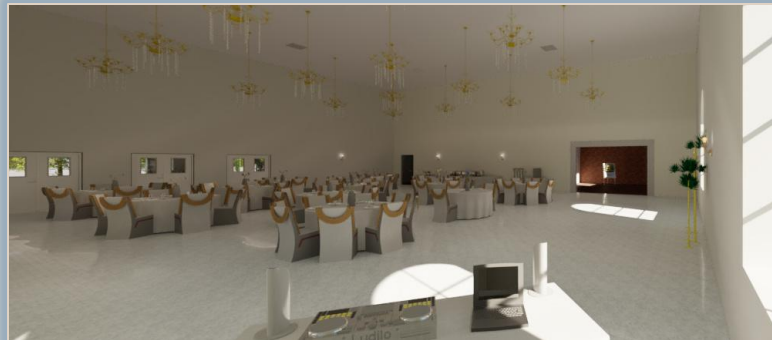
Portfolio Project A

Private Residence | Residential Visualization Project



Portfolio Project B

Church Expansion | Civic Visualization Project



Portfolio Project C

Wedding | Event Visualization Project



Portfolio Project D

Restaurant Renovation | Commercial Visualization Project



CURB APPEAL VISUALIZATION



FRONT EXTERIOR VISUALIZATION



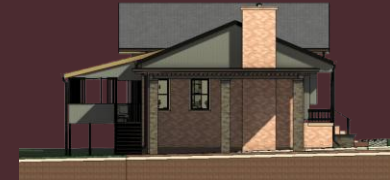
FRONT ELEVATION



SIDE A ELEVATION



REAR ELEVATION



SIDE B ELEVATION

Private Residence

Residential Exterior Visualization | North Carolina, USA | 2025

Portfolio Project A

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ENTRY VISUAL



LIVINGROOM VISUAL



DINING ROOM VISUAL



KITCHEN VISUAL



BATHROOM VISUAL



BEDROOM VISUAL



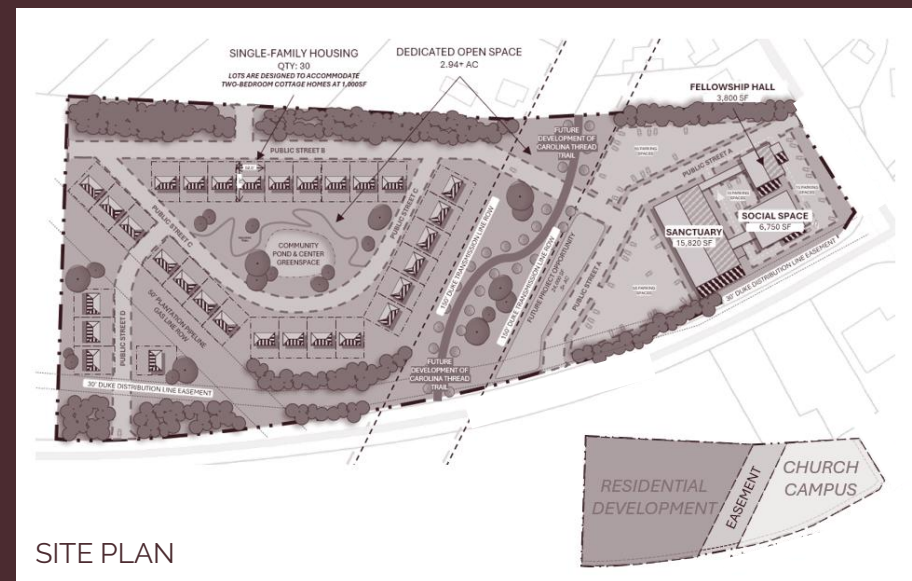
HOME OFFICE VISUAL

Private Residence (continued)

Residential Interior Visualization | North Carolina, USA | 2025

Portfolio Project A

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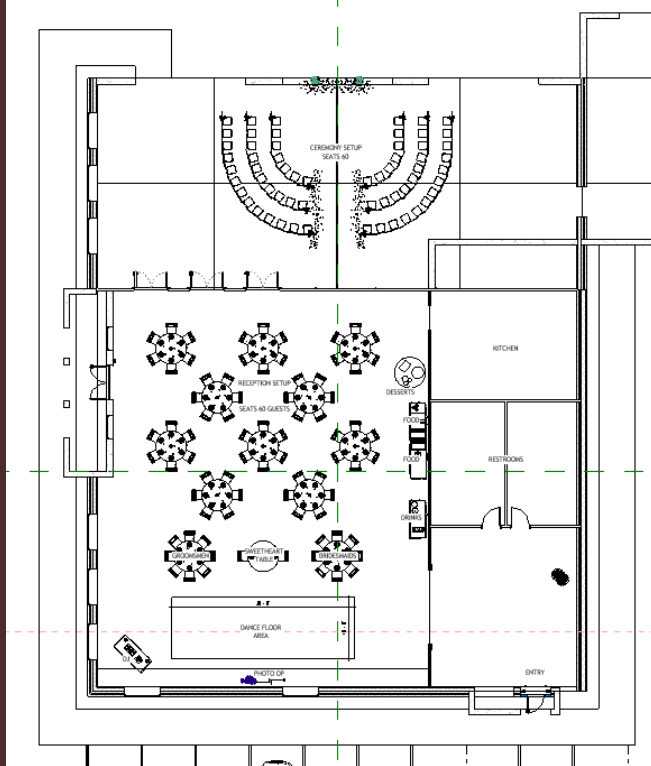


Church Expansion

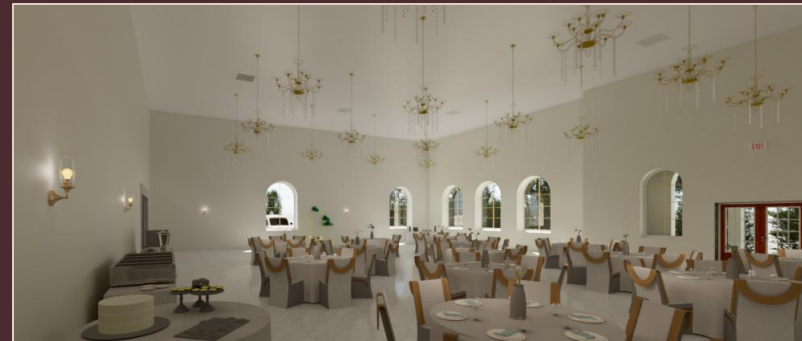
Civic Exterior Visualization | North Carolina, USA | 2026

Portfolio Project B

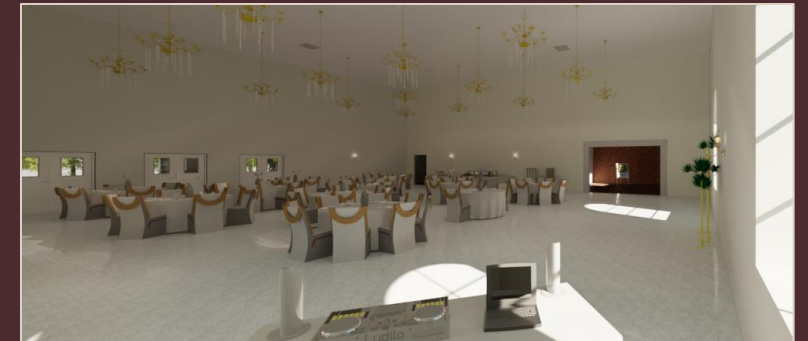
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CEREMONY VISUALS



RECEPTION VISUALS



Wedding

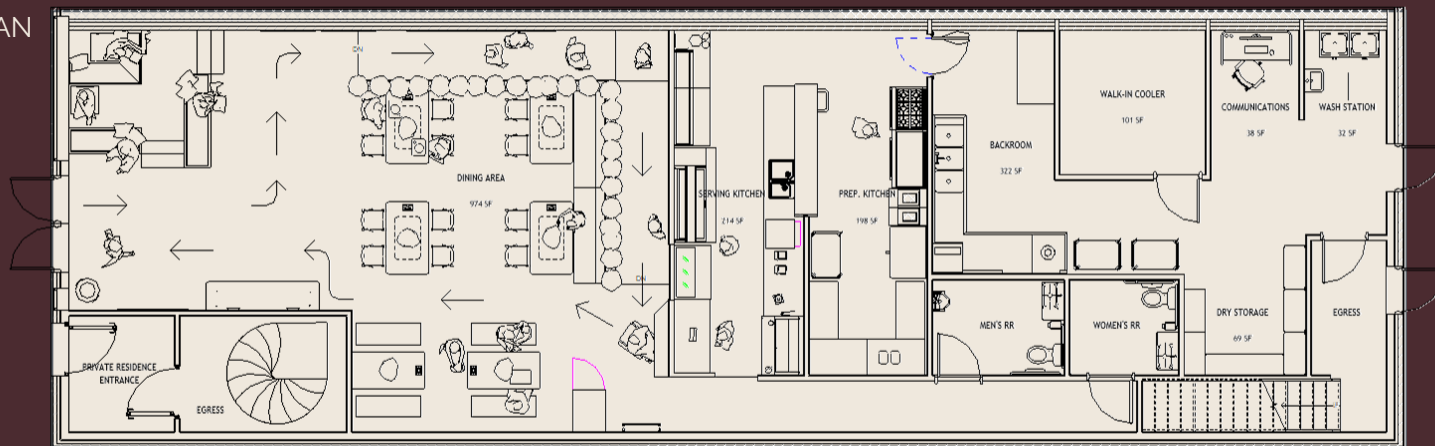
Event Visualization | North Carolina, USA | 2025

Portfolio Project C

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2D FLOOR PLAN



Restaurant Renovation

Commercial Visualization | Florida, USA | 2025

Portfolio Project D

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BUSINESS ADMINISTRATION (STRATEGY)

Education & Foundation

Western Carolina University, Minor in Business Administration | 2018 - 2022

Professional Experience

Brock Mountain Land Company, Executive Assistant | 2023 - 2025

Served as the liaison between employees and ownership, resulting in a well-rounded knowledge of all aspects of the company. Experience involved performing invoicing/pay application requests, coordinating with our Accounts Payable team for bill pay, facilitating conversations with clients, training new hires on positions such as Project Assistance, Administration, Accounts Receivables, and Permit Team, and building (and advising on the design of) systems to streamline our expense requests, time entry, project management, employee management, safety on construction sites, and much more. Notably, precise and well-organized reports often positively influenced the company's impression on others.

Capabilities

Executive Support

Systems Development

Project Coordination

Process Improvement

Reporting & Communication

Training & Onboarding

Website Strategy & Design

Executive Support

Supporting leadership and facilitating communication across an organization.

Challenge:

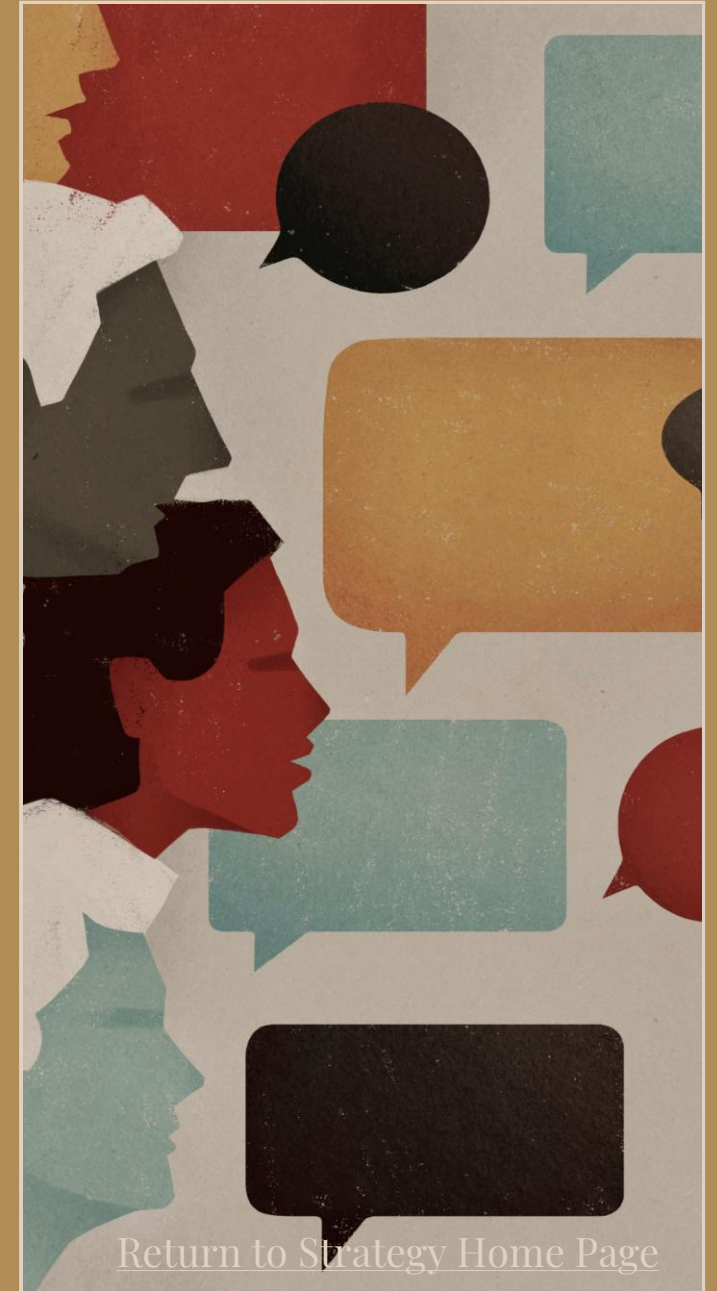
Communication gaps between groups within the organization required leadership to remain heavily involved in day-to-day conversations simply to ensure information was communicated and understood. This limited leadership's capacity to focus on long-term priorities and future growth.

My Contribution:

Served as a liaison between leadership and organizational groups, identifying and communicating information that required leadership's attention while ensuring teams received the information necessary to operate effectively. Followed up on time-sensitive assignments and developed systems that improved access to relevant information and supported more consistent communication across groups.

Result:

With communication better organized and information more consistently accessible, teams were able to operate with greater independence and efficiency, allowing leadership to spend less time managing day-to-day communication and more time focused on strategic priorities and the company's future.



Systems Development

Designing and improving processes for project, employee, financial, and operational management.

Challenge:

As a company grows, taking on more projects, keeping employee information current and readily accessible became increasingly difficult. Site teams and leadership needed a reliable way to quickly access critical employee information while working in the field.

My Contribution:

Developed a system that made employee information accessible through a QR code conveniently placed on personnel's construction hats. Each employee profile provided quick access to essential information, including emergency contacts, health and safety information, and equipment certifications.

Result:

The system addressed an important gap in safety and information accessibility by putting current employee information within immediate reach of site personnel and leadership. In an emergency, critical information could be accessed quickly to support an appropriate response, regardless of whether the employee was full-time, part-time, or temporary.



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Reporting

Creating transparency through precise, professional, and recurring project communication, resulting in client confidence.

Challenge:

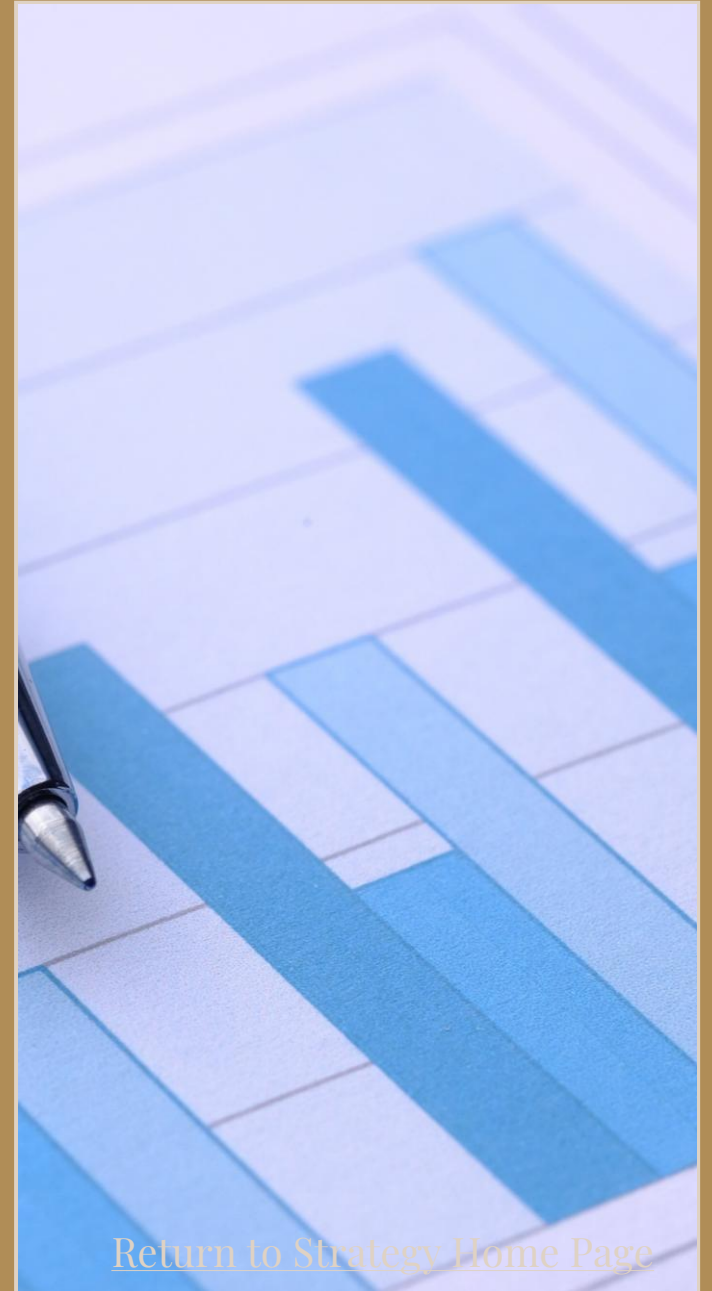
Clients and customers often rely on onsite leads or other informed members of leadership to communicate project progress and status. Without a consistent reporting process, end users may have limited visibility into what has been completed, what is underway, and what they can expect next.

My Contribution:

Developed and distributed detailed, accurate project reports on a recurring basis, providing end users with a consistent source of information regarding project progress and status.

Result:

End users gained clearer, more consistent visibility into their project's progress and a tangible record of the work and information communicated to them. The reports provided greater transparency and helped reinforce confidence that project commitments were being fulfilled.



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Workflow

Creating clearer, more efficient paths from one step to the next.

Challenge:

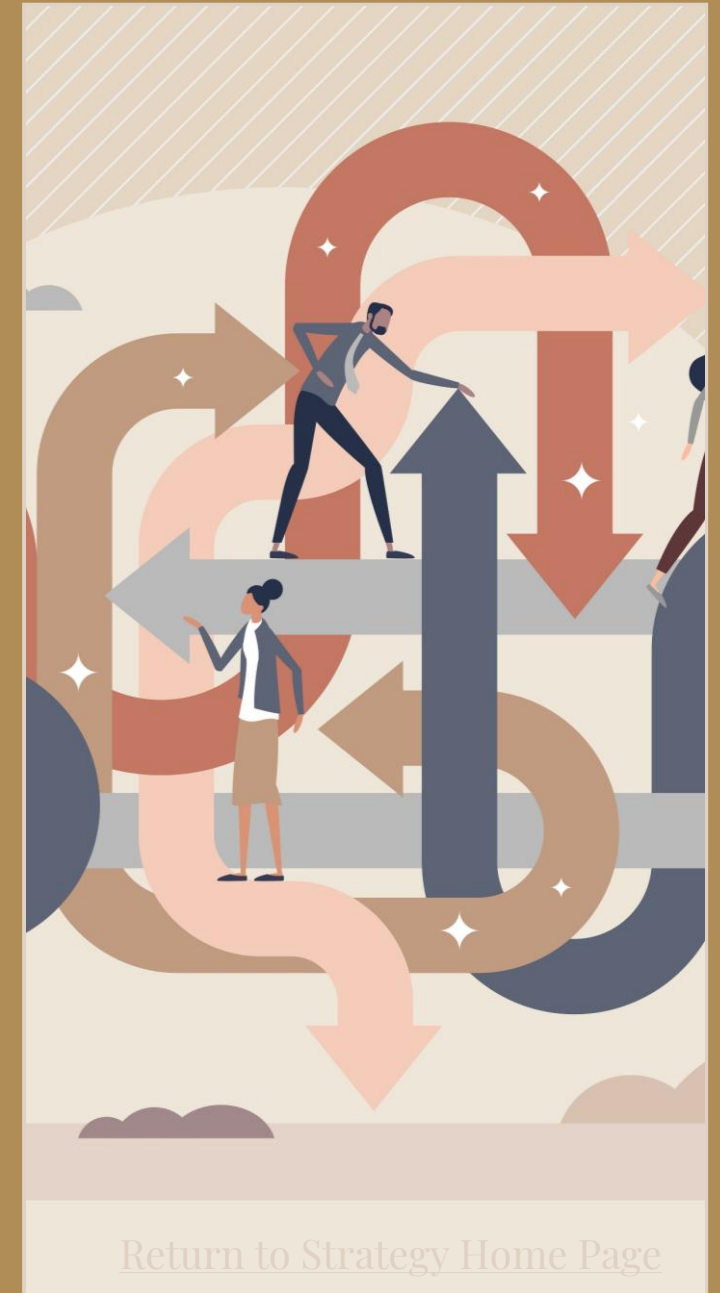
As organizations grow, processes that once worked informally can become difficult to manage. Information may be passed between multiple people, responsibilities can become unclear, and important steps may be overlooked, creating inefficiencies and opportunities for error.

My Contribution:

Evaluate how information, responsibilities, and tasks move through an organization and identify opportunities to simplify or strengthen the process. Develop practical workflows that clarify responsibilities, improve communication, establish appropriate checkpoints, and make it easier for people to consistently complete the steps required of them.

Result:

More structured and reliable processes help teams understand what needs to happen, who is responsible, and what comes next. The result is greater consistency, accountability, and efficiency—with fewer opportunities for information or important tasks to fall through the cracks.



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Research and Compliance

Navigating unfamiliar processes to keep a project moving.

Challenge:

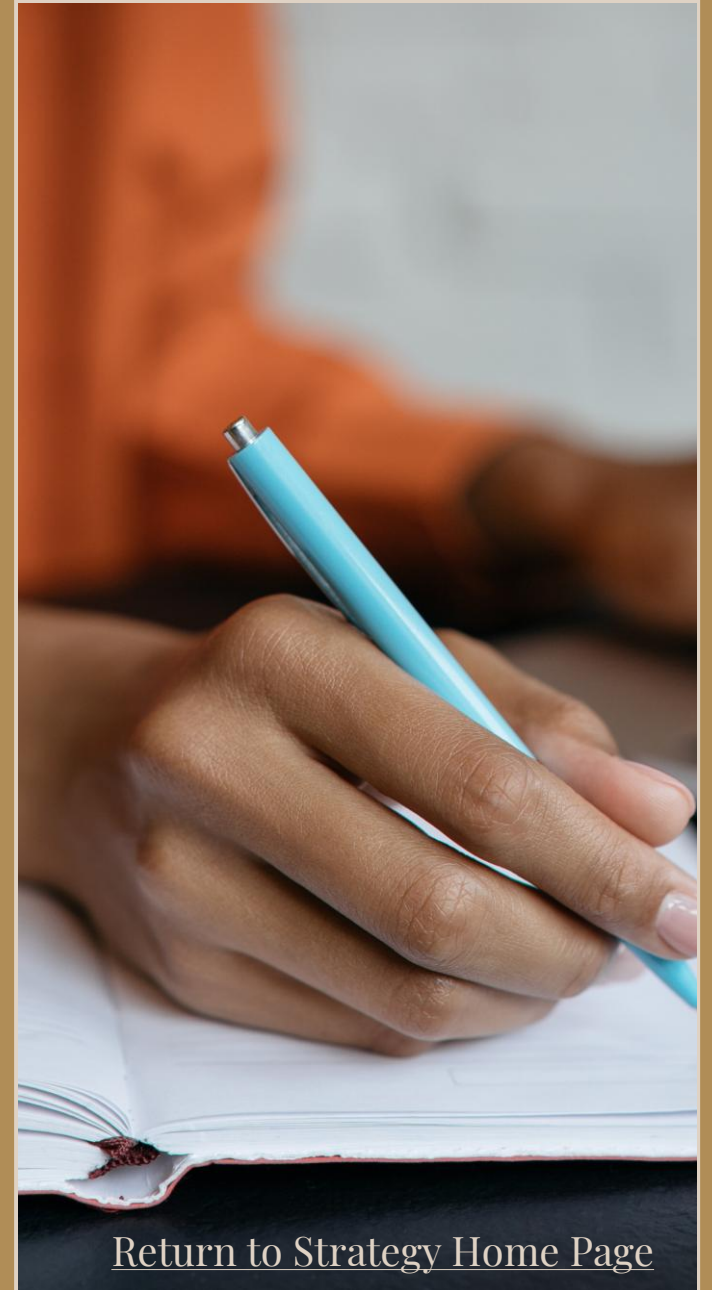
The company needed to perform work in a new city and state, creating unfamiliar permitting and compliance requirements that had to be understood before work could proceed. Failure to obtain the appropriate approvals could result in fines, compliance issues, or delays to the project schedule.

My Contribution:

Researched the applicable permitting process and requirements for the new jurisdiction, identified the appropriate approvals and steps necessary to proceed, and coordinated the information needed to help the company meet those requirements.

Result:

The company was able to navigate the unfamiliar permitting process and proceed with the work while avoiding unnecessary fines and protecting the project schedule from preventable delays.



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Website Strategy & Design

Turning a company's identity and services into a clear digital experience.

Challenge:

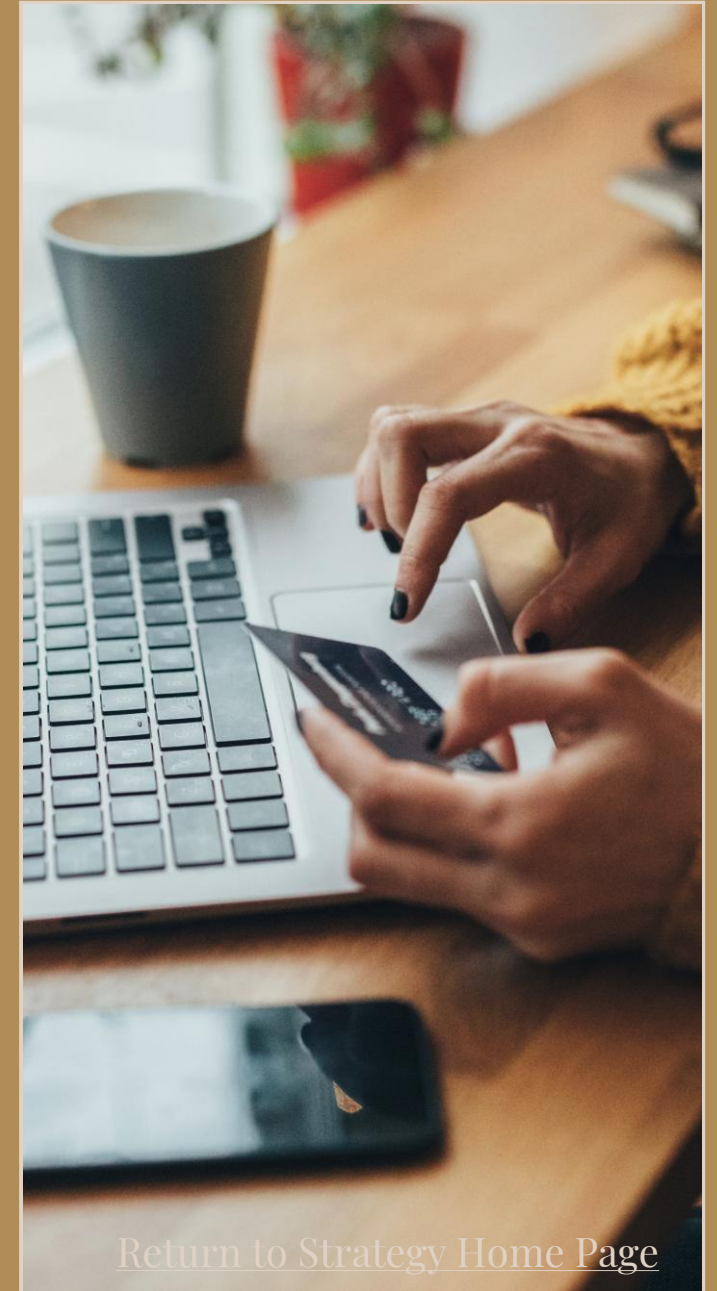
A company's website serves as one of the first points of contact for prospective clients, yet a website can fall short when its services, contact information, and organizational identity are difficult to find or poorly represented. The challenge was to create an online presence that was both useful to visitors and authentic to the culture of the organization.

My Contribution:

Developed the website's structure and visual direction around the organization's services, audience, and culture. Organized information so that visitors could easily understand what the company offers, find relevant contact information, and navigate the site with purpose. Designed the experience to communicate not only what the organization does, but also **who the organization is**.

Result:

The website became a clearer and more intentional point of connection between the organization and its audience, making essential information easier to access while creating a digital presence that more accurately reflected the company's identity and culture.



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MATHEMATICS



Education & Foundation

Western Carolina University, Minor in Mathematics | 2018 – 2022

Coursework includes Calculus I, Calculus II, Ordinary Differential Equations, Statistical Methods I, Foundations in Geometry, and History of Mathematics

Experience

Brinson Honors College, Honors Peer Academic Coaching | 2019 – 2020

Supported incoming Honors students in becoming acclimated to the university experience. Tasks included being available to these students by phone/email to answer any of their questions or address any issues, guiding them in staying on top of their assignments and responsibilities, hosting events and classes with helpful information for first year students, and supporting Honors staff in a role similar to a TA.

Math Success Coaching | Ongoing

My experience supporting others in mathematics has largely developed through academic and peer-based settings, where I've had the opportunity to help students work through challenging concepts and develop greater confidence in their understanding.

Capabilities

Algebra

Calculus I – II

Differential Equations

Statistics

Geometry

Mathematical Reasoning & History

Applied & Quantitative Reasoning

Test Prep

“I help students understand mathematics as a tool for problem-solving—not simply a collection of formulas to memorize.”

What I Can Help Students With

Building
mathematical
confidence

Breaking complex
problems into
manageable steps

Understanding
concepts rather than
memorizing
procedures

Identifying where a
student's
understanding
breaks down

Developing effective
study strategies

Preparing for
mathematics exams

Working through
challenging
problems

Connecting
mathematical
concepts to practical
applications

TODAY'S TOPIC

Factors!!

How can we use factors in the real world to help us with things like...sharing?

A **factor** of a certain number are the whole numbers that when multiplied equal said certain number

A **factor** of a certain number is a whole number that divides evenly resulting in another whole number without remainder

FACTOR AND OBSERVE

A factor of a certain number are/is...

$$\begin{array}{c} 2 \\ \text{FACTOR} \end{array} \times \begin{array}{c} 5 \\ \text{FACTOR} \end{array} = \begin{array}{c} 10 \\ \text{CERTAIN NUMBER} \end{array}$$

or...

$$\begin{array}{c} 10 \\ \text{CERTAIN NUMBER} \end{array} \div \begin{array}{c} 5 \\ \text{FACTOR} \end{array} = \begin{array}{c} 2 \\ \text{FACTOR} \end{array}$$

30

What are my factors?

Factors: 1, 2, 3, 5, 6, 10, 15, 30

$$\begin{aligned} 1 \times 30 &= 30 \\ 2 \times 15 &= 30 \\ 3 \times 10 &= 30 \\ 5 \times 6 &= 30 \end{aligned}$$

24

What are my factors?

Factors: 1, 2, 3, 4, 6, 8, 12, 24

$$\begin{aligned} 1 \times 24 &= 24 \\ 2 \times 12 &= 24 \\ 3 \times 8 &= 24 \\ 4 \times 6 &= 24 \end{aligned}$$

Common Factors: 1, 2, 3, 6

GCF

Imagine you have 30 cookies and 12 juice boxes. You want to pack them into snack bags for your friends. Every bag must have the exact same number of items, and you cannot have any leftovers. How many friends can you share with and how many cookies and juice boxes does each friend get?

1. List the factors for 30 and 12 and find the ones they have in common!



30

What are my factors?



12

What are my factors?

Factors: 1, 2, 3, 5, 6, 10, 15, 30

$$\begin{aligned} 1 \times 30 &= 30 \\ 2 \times 15 &= 30 \\ 3 \times 10 &= 30 \\ 5 \times 6 &= 30 \end{aligned}$$

Factors: 1, 2, 3, 4, 6, 12

$$\begin{aligned} 1 \times 12 &= 12 \\ 2 \times 6 &= 12 \\ 3 \times 4 &= 12 \end{aligned}$$

Common Factors: 1, 2, 3, 6

GCF

The greatest common factor (GCF) tells us the GREATEST number of snack bags we can make. That means we can share with 6 friends.

2. Now, to figure out how many cookies and juice boxes evenly go into each snack bag, we divide the number of goodies by the number of snack bags (our GCF)?



$$30 \div 6 = 5$$

That means each friend gets 5 cookies in their snack bag.



$$12 \div 6 = 2$$

That means each friend gets 2 juice boxes in their snack bag.

Factoring

Grade 3 - 6 (Elementary into Middle School) Math Success Coaching | 2026

Support Materials Example

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Compound Interest

Formula: $A = P(1 + \frac{r}{n})^{nt}$

MEMORIZE!

Variables: P = principal (original or starting) amount, r = rate (decimal), n = number of times compounded per unit of time (This number would be 12 if we are talking about an amount compounding monthly over the span of years, because there are 12 months in a year), t = time passed.

Real Word Relevance: By understanding this *Compound Interest* formula, you can calculate the exact cost of a long-term loan, credit card debt, or project how early investments can fund your major future life goals.

CLEP Practice Problem: Compound Interest

A principal of \$10,000 is invested at an annual interest rate of 12.50% compounded monthly. What is the balance after 6 years?

Plug in the given values:
$$A = P(1 + (r/n))^{nt} = 10,000(1 + (.125/12))^{(6)(12)}$$
$$= 10,000(1 + .01041666666)^{72}$$
$$= \$21,088.03$$

This example shows that if you invest \$10,000, say into a real estate crowdfunding platform, peer-to-peer lending network, or an index fund tracking the stock market (which historically averages close to 10%), your money earns "interest on interest" (compound interest). Over six years, you make \$11,088.03 (\$21,088.33 minus your principal investment of \$10,000.00) purely in passive returns.

Support Materials Example

Compound Interest and Investing

Grade 8 - 10 (Middle into High School) Math Success Coaching | 2026

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Design. Strategy. Mathematics.

On the surface, they may seem like separate disciplines. To me, they share a common process:
listen, understand, organize, solve, and communicate.

Whether I'm developing a space, building a system, visualizing an idea, or helping someone understand a difficult concept, the goal remains the same: to take something that feels uncertain or unresolved and help give it form, direction, and possibility.

That is the work behind Render & Proof.
Giving ideas form—and the confidence to move forward.

DESIGN

BUSINESS ADMIN. (STRATEGY)

MATHEMATICS

Education & Foundation

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Minors in Business Administration and Mathematics

Professional Experience

Brinson Honors College, Honors Peer Academic Coaching | 2019 - 2020

Workplace Architecture + Design, Interior Designer I | 2022 – 2023

Brock Mountain Land Company, Executive Assistant to the CEOs | 2023 – 2025

Joslyn Jones on 
www.linkedin.com/in/joslyn-jones-6401371aa

Have an idea you're ready to move forward?

Let's talk.



919-278-7418



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