

Stephanie Cadd

Receptionist



Stephanie is a new addition to PBI. She began working as the receptionist in May 2017. As receptionist she takes calls and directs clients to the appropriate PBI employee. Stephanie helps to maintain clear communication between clients and PBI workers. Along with directing phone calls and visitors, she works to keep a clean and organized office.

Her organizational skills help widely with project clarity. She is skilled in managing incoming material from clients. She is also responsible for sending clients information regarding the project at hand. Stephanie works to keep both clients and PBI employees comfortable in and out of the office by keeping simple communication and a structured work environment.