



## NIKKI SHIGEKANE (S)

**Office Manager, Property Manager**



Newmark Grubb CBI  
1505 Dillingham Blvd, Suite 302  
Honolulu, HI 96819  
nshigekane@cbi-hawaii.com  
T 808.441.0550  
C 808.391.0277  
Independently owned and operated

### Areas of Specialization

- ♦ Residential Property Management

### Achievements

- ♦ Licensed Real Estate Person: State of Hawaii

### Education

- ♦ University of Hawaii, Business and Food Science and Human Nutrition

## Professional Background

Nikki joined the Newmark Grubb CBI, Inc. team in 2007 as a receptionist, and a year later, became the Office Manager. She is responsible for keeping the office functioning smoothly and efficiently by allowing everyone to concentrate on the fundamentals of running the business.

This includes creating new systems for office efficiency, pricing of products, and finding the best solution to each problem. She assists in solving employee conflicts, information systems troubleshooting, and administrative support when needed.

She is the liaison for human resources, collections, and also maintains updated records of all the insurance for the properties that we manage.

In addition to the real estate industry, Nikki has been working in the restaurant industry for the past 10 years. She attended the University of Hawaii where she studied Business and Food Science and Human Nutrition.