

KIRAH COX

Manti, UT | 435-314-9782 | kirahanncox@gmail.com

Experience

Records Retrieval Agent I & II & Onsite Coordinator

Cotiviti | May 2020 – Nov 2020 & Aug 2021 – August 2025

- Contacted medical providers to obtain records efficiently and courteously.
- Maintained strong relationships with facilities while ensuring timely medical records submission.

Cashier

Walmart | May 2021 – Aug 2021

- Handled customer transactions with accuracy and professionalism.
- Assisted customers in locating products and maintained store coverage during breaks.

Tutor

South Sanpete School District & Snow College | Sep 2019 – Mar 2020

- Assisted students across various subjects including Math, Science, and English.
 - Helped students grasp challenging concepts and improve academic performance.
 - Tailored support based on individual learning needs and progress.
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Education

Associate of Science

Snow College | August 2019 – May 2021

- Graduated **Summa Cum Laude** for academic excellence.

Bachelor of Software Engineering

Snow College | January 2025 – Present

- Currently working towards a bachelor degree with a major in software engineering.
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Skills

- **Organization & Detail-Oriented:** Keeps projects efficient and organized while mindful of little details.
- **Communication:** Excellent verbal and written communication; builds positive relationships via phone and email.
- **Leadership & Teaching:** Able to guide and support others effectively.
- **Quick Learner:** Adapts to new systems and processes rapidly.