KIRAH COX

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

Experience

Software Engineering Teacher's Aid
Snow College | August 2025 - Present

- Graded assignments and helped organize and structure course content.
- Assisted students in creating program logic and fixing bugs.

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.

Education

Bachelor of Software Engineering
Snow College | January 2025 - Present

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

Associate of Science
Snow College | August 2019 - May 2021

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

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.