

This sample resume demonstrates the basic structure for a resume, with minimal formatting.
See the resource "Writing a Resume in a Hurry" for more information.

MARIA DESOTO

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Vice President of Tax Affairs

with 15+ years of corporate and congressional experience

- Top 50 Law Firm
- International Tax
- Tax Policy Analysis
- House Ways and Means Committee
- Internal Revenue Code
- Audits and Private Letter Rulings
- Trade Association
- Legislation
- Tax Law Research

- Track record of successful advocacy on behalf of clients and association members.
- Tax policy analyst with specific expertise in domestic tax.
- Experienced lobbyist able to leverage a broad and diverse tax background to represent client interests.
- Team-oriented manager who creates powerful and effective organizations.
- Early adopter of technology solutions for tracking and sharing information.

LLM in International Tax

Fluent in Spanish

Admitted to the Bar in D.C.

Vice President of Tax Affairs

2010-Present

Widgetmakers of America

Head a six-person division charged with representing the tax interests of 600 corporate members, including the majority of the Fortune 500.

- Enhanced the competitiveness of the entire industry by developing and successfully advocating for a series strategies and tax policies to support development of markets for member firms.
- Spearheaded the formation of a broad-based industry coalition focused on introducing simpler tax regulations.
- Oversaw the expansion of the association's grassroots effort so that requests for support now receive a 25% response rate from members.
- Provided tax analysis and advice to association members representing potentially billions of dollars in tax savings.
- Instituted a 360 degree performance review process for the division, which was used as the model for a complete overhaul of the association's performance appraisal system.
- Led overhaul of the association's website and database to modernize the look and feel and increase functionality.
- Secured representation on key government tax advisory councils and committee for both the association and key members.

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Page 2

Assistant VP of Tax Affairs

2007-2010

Widgetmakers of America

Responsible for grassroots efforts and provision of member services in the tax area.

- Organized the first-ever issues forum for the association, attended by more than 20 congressional members and more than 50 congressional staffers.
- Reenergized the association's grass roots efforts by bringing state affiliates to Washington D.C. to visit their respective members of Congress.
- Efforts in this position resulted in a more cohesive association that successfully championed several important pieces of legislation.

Money, Honey and More, LLP

2001-2007

Associate at a nationally-recognized law firm with a top-ranked tax practice.

- Handled three of the firm's top clients. Received several letters of commendation from clients pleased with accurate advice and speedy responses.
- Assisted several clients in their successful efforts to get private letter rulings from IRS. The resulting clarification of practices and reduced uncertainty allowed clients to significantly reduce overhead.

House Ways and Means Committee

1998-2001

Staff Assistant

Assisted tax attorneys in answering requests from staff and taxpayer.

- Developed an early computer database for tracking congressional inquiries, decreasing response time and paperwork required.
- Recognized as a coalition-builder. Coordinated a number of bipartisan positions on constituent issues.

EDUCATION

LLM, International Tax, Georgetown University, Washington, D.C.

2001

J.D., The American University, Washington, D.C.

1998

B.A., Political Science, Columbia University, New York, NY

1995