

This sample resume demonstrates the basic structure for a resume, with minimal formatting.  
See the resource “Express Resumes” 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, including AI, for tracking and sharing information.

***LLM in International Tax***

***Fluent in Spanish***

***Admitted to the Bar in D.C.***

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#### Vice President of Tax Affairs

2020-Present

Widgetmakers of America

Head a six-person division charged with representing the tax interests of 600 corporate members, including most 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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**Maria DeSoto**

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**Assistant VP of Tax Affairs**

2016-2020

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**

2013-2016

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**

2010-2013

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 bipartisan positions on constituent issues.

**EDUCATION**

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

2010

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

2007

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

2004