Leila Jiha-Scutt

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Multilingual Legal & Compliance Professional | Active Security Clearance

# Professional Summary

Experienced legal and administrative professional with over 7 years of service supporting U.S. federal agencies and legal systems. Skilled in legal terminology, immigration law, compliance, and translation across multiple languages. Proven expertise in producing accurate documentation for court proceedings, coordinating with federal law enforcement, and delivering real-time intelligence analysis. Holds an Active Security Clearance and federal interpreter certifications.

# Core Skills

- Active Security Clearance
- Legal terminology, compliance, and federal court procedures
- Immigration law and EOIR processes
- Translation and simultaneous/consecutive interpretation (English, French, Haitian Creole, Spanish-proficient; conversational Arabic)
- Federal contractor experience with DEA, EOIR, Manpower, SOSi
- Strong communication, organizational, and documentation skills
- Microsoft Office proficiency

# Experience

Metlang / Drug Enforcement Administration (DEA), Weston, FL
Analyst & Expert Linguist / Security Clearance (2019 – Current)
- Monitor, transcribe, translate, and analyze source material for federal law enforcement investigations.
- Deliver real-time interpretation and actionable intelligence.
- Provide policy, cultural, and socioeconomic context to law enforcement.

SOS International (EOIR), Reston, VA
Federal Court Interpreter & Translator (2017 – 2024)
- Provided interpretation in Haitian Creole and French for immigration proceedings.
- Translated official legal documentation for EOIR use.
- Assisted in preparing informational brochures and compliance notices.

Manpower Group Public Sector (Remote)
Interpreter / Translator (2022 – 2024)
- Conducted translation of classified documents.
- Provided cultural and political insights to support federal investigations.

TIDA Immigration Law Office, Miami, FL
Immigration Volunteer (2013 – 2014)
- Assisted attorneys in preparing immigration case files and client interviews.

# Education

- B.A. International Relations, Minor: French Translation & Business Management – Barry University, Miami Shores, FL
- Federal Certification for EOIR / DEA Monitoring (2017, 2019, 2024) – California School of Interpretation
- Certificate in European Business – School of Business, Geneva, Switzerland