

# **RAFAEL M. LEGRIA**

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## **PROFESSIONAL SUMMARY**

A Motivated and hardworking person with hands-on experience in food preparation, warehouse operations, and machine shop support. Proven ability to maintain cleanliness, organize inventory, operate various equipment, and assist in fast-paced environments. Strong attention to detail, safety-conscious, and adaptable across different roles. Holds a background in Mechanical Technology with practical knowledge in machine handling and maintenance.

Eager to apply my skills, learn new techniques, and contribute effectively while growing both personally and professionally in a dynamic environment.

## **WORK EXPERIENCE**

### **Assistant Cook**

***Anbara Kitchens, Doha, Qatar***

***December 2023 – May 2025***

- Operated and maintained kitchen equipment, including refrigerators, freezers, and meat grinders.
- Managed stock levels by unpacking deliveries, organizing inventory, and rotating supplies.
- Supported catering and buffet services by maintaining cleanliness and assisting in setup.
- Performed cleaning duties such as sweeping, mopping, and sanitizing kitchen areas.
- Washed and organized kitchen utensils, pots, and pans.
- Assisted with basic food preparation, including washing, peeling, and chopping vegetables.
- Provided ongoing support to chefs as needed.

### **Preparator – Finished Goods Department**

***Earthgrains Inc. (Goldilocks Plant)***

***Yao Ka Sin Warehouse Compound, Tacloban City, Leyte, Philippines***

***December 2022 – July 2023***

- Prepared and organized bulk orders for delivery to regional outlet stores, ensuring accuracy and proper handling of products.

- Maintained a highly organized inventory system using the First-In, First-Out (FIFO) method to track item movement and storage duration—paralleling museum best practices for object rotation and care.
- Collaborated with Quality Assurance teams to inspect finished products and flag quality issues, similar to condition reporting protocols in art handling.
- Supported warehouse cleanliness and layout organization to maximize space and ensure safe access and transport of goods.
- Handled products with care, following strict handling procedures to prevent damage—skills directly applicable to museum object handling.
- Used tools such as pallet jacks and assisted with loading/unloading procedures, demonstrating familiarity with safe equipment use.
- Participated in periodic inventory audits and documentation updates, contributing to accurate stock control and system integrity.
- Assisted managers in operational tasks and logistical coordination, reinforcing strong teamwork and communication under time-sensitive conditions.
- Demonstrated flexibility by supporting cross-department needs, including extended shifts during peak operational demands.

### **Assistant - Bob's Machine Shop**

#### **Tacloban City**

**August 2022 - May 2023**

- Kept the work area clean and organized by picking up debris, sweeping the floor, wiping down the equipment, and other sanitation jobs assigned.
- Reported tools and equipment problems to the supervisor/manager immediately.
- Promote safety by understanding and following safety protocols and procedures.
- Experienced in using different kind of tools and machineries such as, manual type lathe machine, bending machine, drill press, bench grinder, welding machine, hand drill, metal grinder.

### **EDUCATIONAL BACKGROUND**

#### **Eastern Visayas State University – Tacloban City**

Bachelor of Science in Mechanical Technology - Major in Machine Shop (2021-2022)

**Atty. Roque A. Marcos Memorial National High School - La Paz Leyte (2017-2018)**

**Duyog Elementary School - La Paz Leyte (2011-2012)**

### **SKILLS AND STRENGTHS**

- Proficient in Microsoft Office (Word, PowerPoint, Excel) and general computer applications; quick to learn new systems
- Strong verbal and written communication skills
- Able to work independently and take initiative
- Experienced in coordinating with diverse teams on detailed projects

- Flexible and collaborative team player with excellent time management and organizational skills
- Effective problem-solving abilities, especially in managing complex tasks
- Passionate and highly willing to learn

**TRAINING & SEMINARS**

- Safety, Health, Environment Policies, and Basic Defensive Driving, held on August 23, 2021
- Industrial Safety Rules and Information, held on September 20, 2021
- Threads and Fasteners, held on November 26, 2021
- Geometric Principles and CNC Coding for CNC Lathe Machine – Model TP.3714, held on September 10, 2021

**PERSONAL DATA**

Home Address: La Paz, Leyte

Citizenship: Filipino

Civil Status: Single

Languages: English, Filipino

Age: 25 years old

Height: 5'8

QID Validity: December 6, 2025

NOC: Available upon Request

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