



Gregor Gatej

gregorgatej.github.io
github.com/gregorgatej

EDUCATION

- **Faculty of Information Studies** Novo mesto, SI
Master's degree in Data Science; Average grade: 9.37 *Oct. 2023 – Sept. 2025*
- **Faculty of Arts, University of Ljubljana** Ljubljana, SI
Bachelor's degree in Sociology and Philosophy; Average grade: 8.44 *Oct. 2011 – June 2019*

FOREIGN LANGUAGES

- **English (C1)**

TECHNICAL SKILLS

- **Programming Languages:** Java, Python, Ruby, JavaScript, SQL, R, C#, Rust, Racket.
- **Web Technologies:** HTML, CSS, Ruby on Rails, FastAPI, Angular.
- **Other Technologies and Tools:** PostgreSQL, ParadeDB, Elasticsearch, Linux, Docker, Azure, PyTorch, Keras, scikit-learn, LangChain, LlamaIndex, Veeam, VMware.

EXPERIENCE

- **Institute of the Republic of Slovenia for Nature Conservation** Ljubljana, SI
IT Analyst (Public Sector Classification: Analitik VII/2 (I)) *Nov. 2025 - present*
 - **Introduction of artificial intelligence tools into work processes**
 - Development of a RAG system for retrieving information from an extensive collection of documents on monitoring the status of animal and plant species.
 - Development of a web application for evaluating automatically generated questions and answers.
 - Delivery of internal training on artificial intelligence and the use of MS Copilot.
 - **Administration of information systems**
 - Definition of specifications for new functionalities, liaison with external contractors (for the document management system, the time tracking system, and the task logging system), and preparation of user instructions.
 - **Performing tasks in the field of cybersecurity**
 - Preparation of security documentation compliant with ZInfV-1 and cooperation with the security operations center in handling security incidents.
- **Institute of the Republic of Slovenia for Nature Conservation** Ljubljana, SI
IT Specialist (Public Sector Classification: Informatik VII/1) *July 2021 - Nov. 2025*
 - **System administration**
 - Ensuring the operation of servers and the network.
 - Management of permissions and access within Active Directory, definition of the structure of network drives and their administrators.
 - Introduction of O365 and migration to MS Exchange.
 - **Management of the IT section**
 - Coordination of employees in the section, planning of financial expenditure, writing contributions to annual reports and work programmes.
 - **Preparation of analyses and statistics to support decision-making**
 - Generation of reports on employee workloads, distribution of hours by task, and preparation of statistics on the number of professional outputs at the Institute.

- **Contributed to the establishment of NarcIS, the central information system for collecting nature conservation data.**
 - Assistance in the digitization of older documents and presentation of the Institute's work abroad.
- **Management of hardware and software**
 - Execution of public procurement of computer equipment, record keeping, and administration of the server with GIS licenses.

- **Felix (Učila International)**

Bookstore Manager

Ljubljana, SI

Aug. 2016 - July 2021

- **Management of the store and warehouse unit**
 - Organization of work in the store, management of the central warehouse unit for supplying other stores, and onboarding of new employees into the work process.
- **Administration and work with the Vasco information system**
 - Managing internal stock transfers and claims, receiving and writing off goods, issuing invoices, delivery notes, and maintaining and updating the product database.
- **Sales and customer service**
 - Advising customers, carrying out sales activities, assisting in the organization of press conferences and promotional events.