

## **CURRICULUM VITAE**

**NAME:** Olga Palao

**DATE AND PLACE OF BIRTH:** 1956, Madrid. Spain

### **PRESENT POSITION**

- ✓ 2000- Present. Scientific Assistant / Lab Manager of the AIDS Immunopathogenesis Unit. National Centre of Microbiology. Instituto de Salud Carlos III. Madrid, Spain.
- ✓ 2003- Present. Scientific Assistant of the Spanish AIDS Research Network (RIS).
- ✓ 2010- Present. Scientific Assistant of the Department of Molecular Pathology.

### **TERTIARY EDUCATION**

- ✓ Graduated in Nursing at the University (D.U.E.) Universidad Complutense de Madrid. 1987
- ✓ Technical Sanitary Assistant (A.T.S.) Universidad Complutense de Madrid. 1978

### **POSITIONS AND EMPLOYMENT**

- ✓ 1997-1999: Supervisor Unit of Infectious Diseases and Penitentiary Institutions. Carlos III Hospital. Madrid. Spain.
- ✓ 1990-1992: Nurse on staff. Unit of Surgery. Escorial Hospital. Madrid. Spain.
- ✓ 1986-1990: Assistant inspector. Pharmacy Inspection Services Department. Insalud Inspection. Las Palmas de G.C. Spain.
- ✓ 1983-1986: Nurse on staff. Pharmacy Service Unit. El Sabinal Hospital. Las Palmas de G.C. Spain.
- ✓ 1982-1983: Nurse on staff. Pediatric Cardiology Unit. Victoria Eugenia Hospital. Madrid. Spain.
- ✓ 1978-1982: Nurse on staff. Intensive Care Unit. Hospital del Rey. Madrid. Spain.
- ✓ 1978: Nurse on staff. Psychiatric Unit. Gregorio Marañón University Hospital. Madrid. Spain.

### **TASKS IN THE AREA OF RESEARCH**

#### **A) FINANCIAL MANAGEMENT :**

- ✓ Financial and accounting control of Research projects and agreements. Tracking of the common accounting overhead.
- ✓ Production and keeping of the database accounting system of the Lab.

#### **B) ADMINISTRATIVE MANAGEMENT:**

##### Purchases.

- ✓ Preparation of technical specifications for the acquisition of laboratory equipment and consumables.
- ✓ Monitoring of purchase process, reception, installation and operation of scientific material.

##### Human resources

- ✓ Handling of the administrative aspects for the fellows, and technicians. Formalizations of the pre and postdoctoral contracts. Grant applications and contract management.
- ✓ Coordination with the services of the ISCIII (Economic management, Human resources and Research) for all aspects related with our Lab projects (management, new applications and renewal).

- ✓ Handling of administrative aspects of the external activities of the members of the laboratory like service fees, travel organization, conference attendance and participation in scientific meetings.

**C) SCIENTIFIC MANAGEMENT:**

Project management

- ✓ Preparation and processing of research projects.
- ✓ Preparation of economic and scientific reports of the Unit.

Clinical trials

- ✓ Contact person and focal point in relation with the clinical trials in which the laboratory participates and in the organization and delivery of clinical or biological samples.

Documentary

- ✓ Reference Manager for the laboratory bibliographic data base maintenance.
- ✓ Responsible of the literature search in biomedicine databases (PubMed, WOK, Scopus, Global Health) and publications from the Library of ISCIII.
- ✓ Management of the databases laboratory material and results
- ✓ Preparation of presentations to scientific meetings and bibliography for articles published by the laboratory.

**D) SCIENTIFIC ACTIVITIES:**

AIDS 2002 BARCELONA CONGRESS

- ✓ Organization XIV International AIDS Conference
- ✓ Rapporteur Member of the A Team Track

RED AIDS RESEARCH / EUROPEAN PROJECTS CHAARM / AIM -HIV

- ✓ Collaborative writing projects
- ✓ Organization and development of the cv of the participating groups
- ✓ Administrative procedures in the presentation of the European Network / Union
- ✓ Organization and coordination of the scientific report
- ✓ Organization of meetings and preparation of the minutes.
- ✓ Register of correspondence between members of the network / project
- ✓ Financial management of budgets ISCIII awarded by the thematic networks / European projects.

PARTICIPATION IN THE PUBLICATION OF THE AIDS IMMUNOPATHOLOGY UNIT

JOURNALS:(Acknowledgements)

- ✓ Alcamí. Aspectos of basic science in the XIV International Conference on SIDA. HIV Conference Reports 3/2002
- ✓ Alcamí. Resumen basic science .XIV International AIDS Conference
- ✓ Enf.Emerg.2002 ; 4:30-35
- ✓ J Med Virol • 2004; 73:502-507
- ✓ Prog Mol Subcell Biol 2004 , 36:117-49
- ✓ J Med Virol • 2007; 79:127-137
- ✓ Retrovirology. 2007; 8;4:56
- ✓ HIV Med 2008; 9:160-71
- ✓ Retrovirology . 2008 , 5 ( 1): 109
- ✓ J Mol Biol 2010 Feb 26; 396 (3):463-72
- ✓ Nucleic Acids Res 2010 Jun , 38 (10) :3287-307 .
- ✓ J Virol . 2010 May, 84 ( 9) :4341 -51 .
- ✓ J Biol Chem 2011 Aug 5; 286 (31) :27363-77

- ✓ J Biol Chem. 2013 Mar 15;288(11):7626-44
- ✓ Retrovirology. 2013 Oct 28;10:124
- ✓ Biochem Pharmacol. 2015 Feb 27
- ✓ Retrovirology. 2015 Sep 16;12:78
- ✓ PLoS One. 2015 Oct 13;10(10):e0139812
- ✓ Front Immunol. 2016 Feb 29;7:69
- ✓ Cell Rep. 2016 Mar 8;14(9):2100-7
- ✓ Biochem Pharmacol. 2016 Apr 15;106:30-45

PARTICIPATION IN SEVERAL CHAPTERS OF THE IMMUNOPATHOLOGY UNIT AIDS BOOKS.

- ✓ Alcamí J, Palao O y Sánchez-Palomino S. Inmunopatología del Sida. “Manual del SIDA” 5ª edición, Soriano V y González-Lahoz JI (Eds). IDEPSA, Madrid 2003
- ✓ Alcamí J, Bermejo M, García J, Gonzalez N, Beltrán M, García B, Coiras M, Perez-Olmeda M, Bedoya LM y Palao O. Inmunopatología del SIDA. “Guía Práctica del SIDA. Clínica, diagnóstico y tratamiento”, Gatell JM, Clotet V, Potzmczer D, Miró JM y Mallolas J. 8ª Edición. Masson. Barcelona 2004
- ✓ Gil J, Bermejo M and Alcamí J. HIV And Apoptosis: A Complex Interaction Between Cell Death And Virus Survival. Viruses and Apoptosis. Alonso (Ed.) Series: Progress in Molecular and Subcellular Biology. Springer-Verlag Berlin Heidelberg 2004. (Acknowledgements)
- ✓ J. Alcamí, O Palao y M Perez-Olmeda. Inmunopatología del Sida. “Manual del SIDA” 6ª edición, Soriano V y González-Lahoz JI (Eds). IDEPSA, Madrid 2005
- ✓ J. Alcamí, M. Bermejo, J. García, N. González, M. T. Coyras, E. Mateos, E. Calonge, M. R. López-Huertas, M. T. Pérez-Olmeda, L. M. Bedoya y O. Palao. Inmunopatología del SIDA. “Guía Práctica del SIDA”. Gatell JM, Clotet V, Potzmczer D, Miró JM y Mallolas J. Masson. 9ª edición. Masson. Barcelona 2007
- ✓ Alcamí J, Palao O y Perez-Olmeda M. Inmunopatología del Sida. “Manual del SIDA” 7ª edición, Soriano V y González-Lahoz JI (Eds). IDEPSA, Madrid 2007
- ✓ J. Alcamí, M. Bermejo, J García, N González, M.ª Teresa Coyras, E. Mateos, E. Calonge, M. R. López-Huertas, M.ª T. Pérez-Olmeda, L. M. Bedoya, O. Palao, y EYuste. Inmunopatología del SIDA. Avances en vacunas. “Guía Práctica del SIDA. Clínica, diagnóstico y tratamiento”, Gatell JM, Clotet V, Potzmczer D, Miró JM y Mallolas J. 10ª Edición. Editorial Antares. 2010
- ✓ J. Alcamí, M. Bermejo, J García, N González, M.ª Teresa Coyras, E. Mateos, E. Calonge, M. R. López-Huertas, M.ª T. Pérez-Olmeda, L. M. Bedoya, O. Palao. Inmunopatología del SIDA. Avances en vacunas. “Guía Práctica del SIDA. Clínica, diagnóstico y tratamiento”, Gatell JM, Clotet V, Potzmczer D, Miró JM y Mallolas J. 11ª Edición. Editorial Antares. 2011